

Tax Rate Certification Standards of Practice

10

Utah State Tax Commission

Property Tax Division

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Section X.I

General Information

Purpose

These standards address the procedures, processes, time frames and statutory responsibilities for computing and implementing ad valorem property tax rates. They provide a reference for uniform methods of recording value and revenue data for all properties used in the calculation of certified tax rates.

Scope

These standards provide the statutory, regulatory and administrative framework for setting certified and proposed tax rates. Included are definitions, rate calculation procedures, tax limitation and disclosure requirements and an overview of judgment levies. They are not intended as detailed instructions for computing tax rates.

Constitutional Authority

Article XIII, Section 6, of the Utah Constitution states that the State Tax Commission shall: administer and supervise the State's tax laws.

Statutory Authority

The direction and statutory authority for setting certified and proposed tax rates, and compliance with Truth in Taxation requirements are contained in Title 59, Chapter 2, Part 9, Sections 901 through 926. Specific authorization and statutory limits for units of local government are found in various chapters of the Utah Code.

Administrative regulatory requirements and guidelines are found in Tax Commission Administrative Rule 884-24P-24.

Section X.II

Standards of Practice

Standard 10.1 Definitions

Actual New Growth

See definitions under New Growth

Adjusted New Growth

See definitions under New Growth

Adjusted Taxable Value

Adjusted taxable value is the taxable value for the current tax year adjusted for redevelopment; then,

- a) adjusted for estimated value losses due to appeals, using an average percentage loss for the past three years, and
- b) adjusted for estimated collection losses. (R884-24P-24)

Aggregate Certified Tax Rate

The sum of the certified tax rates for an entity's individual funds which have a separate levy and hence a separately calculated certified tax rate.

Assessing and Collecting

A term used to refer to the costs and levies associated with administering the property tax system at the county level.

Assessment Roll

A permanent record of the assessment of property as assessed by the county assessor and the State Tax Commission and maintained manually or as multiple records by type, classification, or categories. (Section 59-2-102) See *Assessment Roll Standards of Practice*.

Board of Equalization (BOE)

The county legislative body is the county board of equalization, and the county auditor is the clerk of the county board of equalization. The county board of equalization shall adjust and equalize the valuation and assessment of the real and personal property within the county, subject to regulation and control by the State Tax Commission as prescribed by law. See *Board of Equalization Standards of Practice*.

Calendar Year Entity

An entity whose fiscal year runs from January 1 to December 31. The list of entities that fall into this category include counties and special service districts organized by a county government.

Centrally Assessed Property

Centrally assessed property refers to all property required to be assessed or valued by the Utah State Tax Commission. This property includes public utilities, property that operates as a unit across state and county lines such as railroads, airlines, pipe lines and telecommunications companies, patented mining claims, and property actively used in mining or extraction of minerals, oil, gas or geothermal fluids.

Certified Tax Rate

The tax rate that provides a taxing entity with the same ad valorem property tax revenues as were collected by that taxing entity for the prior year plus any revenues from new growth in the entity's tax base. (Section 59-2-924)

County Assessed Commercial Vehicle

Any commercial vehicle, trailer, or semi trailer, which is not apportioned under Section 41-1a-301 and is not operated interstate, such as passenger vehicles owned by a business and used by its employees for transportation as a company car or van pool vehicle and vehicles that are:

- (i) especially constructed for towing or wrecking, and which are not otherwise used to transport goods, merchandise, or people for compensation;
- (ii) used or licensed as taxicabs or limousines;
- (iii) used as rental passenger cars, travel trailers, or motor homes;
- (iv) used or licensed in this state for use as ambulances or hearses;
- (v) especially designed and used for garbage and rubbish collection; or
- (vi) used exclusively to transport students or their instructors to or from any private, public, or religious school. (Section 59-2-102)

Current Year Values

These are the values established for real, personal and centrally assessed properties for the current tax year. The values are viewed as being in one of the following categories:

- (i) The terms pre BOE, assessment role, 697 or beginning year's values identify the same data and the specific term used depends on the circumstances.
- (ii) The terms post BOE, 233b or year-end values identify the same data and the specific term used depends on the circumstances.

Escaped Property

Any property, whether personal, land, or any improvements to the property subject to taxation that is:

- (i) inadvertently omitted from the tax rolls, assigned to the incorrect parcel, or assessed to the wrong taxpayer by the assessing authority;
- (ii) undervalued or omitted from the tax rolls because of the failure of the taxpayer to comply with the reporting requirements of this chapter; or
- (iii) undervalued because of errors made by the assessing authority based upon incomplete or erroneous information furnished by the taxpayer. Property which is undervalued because of the use of a different valuation methodology or because of a different application of the same valuation methodology is not "escaped property." (Section 59-2-309)

FAA (Farmland Assessment Act)

Certain real property devoted to agricultural purposes, which may be valued based on its agricultural use. (Sections 59-2-501 through 515)

Factoring

A method of adjusting or indexing the taxable value of locally assessed real property based on orders issued by the Utah State Tax Commission. These orders result from annual statistical studies of locally assessed real property called assessment/sales ratio studies. (Sections 59-2-303.1 and 704)

Fair Market Value

The amount at which property would change hands between a willing buyer and a willing seller. [Section 59-2-102(12)K]

Fiscal Year Entity

An entity within the state whose fiscal year runs from July 1 to June 30. The list of fiscal year entities typically includes school districts, cities and towns, and special service districts organized by a city or town.

Intangible Property

Property that is capable of private ownership that can be separated from tangible property; includes money, credits, bonds, copyrights, trade names and licenses. (Section 59-2-102)

Judgment Levy

A levy to recover a reduction in ad valorem property tax ordered by the Utah State Tax Commission, a court of appropriate jurisdiction, or a county board of equalization. This levy has specific guidelines established by statute and by administrative rule with which

an entity planning on levying a judgment levy must comply. (Section 59-2-1328 and 1330 & R884-24P-57)

Locally Assessed Property

Locally assessed property is all property assessed by the county assessor. The county assessor is required to value all taxable property, which is not assessed by the Utah State Tax Commission. It includes land, buildings, mobile homes and business personal property such as furniture, fixtures, machinery and equipment. (Section 59-2-310 and 59-2-302)

Motor Carrier

A person or company engaged in or transacting the business of transporting passengers, freight, merchandise, or other property by means of a commercial vehicle on a highway within Utah and includes a tow truck business. Motor Carriers can be either state-assessed or county-assessed. (Section 72-9-102)

Net Annexation

See definitions under New Growth

New Growth

The term “New Growth” generally refers to the change in a taxing entity’s tax base from one year to the next due solely to new property values added to the rolls. Specifically, new growth is equal to net annexation value or actual new growth based on the conditions set forth in R884-24P-24 (K)(4), (K)(5), & (K)(6). See Appendix B for the New Growth Decision Tree. More specific definitions of related terms are:

Actual New Growth

The taxable value for the current year adjusted for redevelopment minus year-end taxable value for the previous year adjusted for redevelopment; then adjusted for reappraisal, factoring, and legislative mandates or court orders. [R884-24P-24 (K)(1)]

Adjusted New Growth

“Actual New Growth” multiplied by a five-year average collection rate. [R884-24P-24 (K)(2)]

Net Annexation Value

Current year’s taxable value of all properties annexed into a taxing entity’s boundary adjusted for redevelopment minus previous year’s taxable value of all properties annexed out of the taxing entity boundary adjusted for redevelopment. [R884-24P-24 (K)(2)]

Notice of Property Valuation and Tax Changes

Notification by the county auditor to all real property owners of property valuation and tax changes. The county auditor is required to provide the notice by July 22 each year. [R884-24P-24 (A) & Section 59-2-914]

Prior Year Values

These are the values established for the immediate year preceding the current calendar tax year.

Proposed Tax Rate

The tax rate proposed by a taxing entity to satisfy its ad valorem property tax revenue needs.

Reappraisal

The act of increasing or decreasing the value of locally assessed real property in order to keep it in line with inflationary or deflationary changes in the real estate market and to account for changes to physical characteristics. (R884-24P-17)

Redevelopment Agency “Neighborhood Development”

An administrative arm of county or city government with authority to establish redevelopment project areas for purposes of redevelopment or economic development or education housing development (Section 17B-4-102). Related terms include:

Base Year

The year of the last equalized assessment roll at the time a redevelopment or economic development project is legally created.

Base Year Value

The value of all taxable property within the boundaries of the project area at the time the project is officially created

“Haircut”

The provision for funding redevelopment and economic development projects that reduces the amount of property tax revenue available for such projects over time.

Tax Increment Value

The increase in the taxable value of all property within a project area over and above the base year value. The taxes levied against tax increment value are available to redevelopment agencies to fund redevelopment projects.

State-Assessed Commercial Vehicles

Any commercial vehicle, trailer, or semi trailer that operates interstate or intrastate to transport merchandise, freight, passengers or other property for hire. The Tax Commission assesses and collects property tax and distributes the revenue to the counties. (Sections 59-2-403 and 801)

Tax Area

An area created by the overlapping boundaries of tax entities such as cities, counties, school districts, and special service districts. [Sections 59-2-102(9)(b) and 59-2-102(31)]

Taxing Entity

Any county, city, town, school district, special taxing district, or any other political subdivision of the state with the authority to levy a tax on property. [Section 59-2-102 (32)]

Tax Base

The taxable value of all taxable property located within the boundary of a taxing entity.

Tax Notice

The annual notice of ad valorem taxes due. The notice includes the value of assessed property, amount of taxes levied, tax rates, and other property tax information. (Section 59-2-1317 and R884-24P-36)

Taxable Value

Taxable value is value against which the tax rate is multiplied to calculate the amount of tax due. For most properties the taxable value and fair market value are the same. The most significant exception is primary residential property where taxable value is 55% of fair market value because of the primary residential exemption. Another exception is some qualifying agricultural property's taxable value is based on use.

Truth In Taxation

The process of public disclosure in the tax rate setting process.

Standard 10.2 Introduction and Overview

10.2.0 Basic Formula

A tax rate is computed by dividing the amount of the taxing entity's budgeted property tax revenue by the taxing entity's tax base or taxable value.

10.2.1 Overview of Process

The basic rate setting process begins with the budgeting process. Entities estimate how much property tax revenue they need. Before March 31st each calendar year, county treasurers provide taxing entities with information about property tax revenues collected and distributed to them during the prior tax year. This revenue amount becomes the baseline revenue for current year certified tax rate calculations. The county assessor and State Tax Commission provide valuation information to the county auditor, including changes in value resulting from reappraisal and factoring. The State Tax Commission and county auditors calculate certified tax rates and the auditor provides taxing entities with valuation and certified tax rate information. The certified tax rate provides a taxing entity with the same amount of property tax revenue it received in the previous tax year plus any revenue generated by additional growth in its tax base. The statute contemplates that this all occurs by June 8 each year.

Once this information is received, taxing entities compute and adopt their proposed tax rates. If an entity is proposing a tax increase, it may only adopt a tentative or proposed tax rate. The exact requirements that an entity must follow to increase its tax rate varies depending on whether the entity is a calendar year or a fiscal year entity. These procedures are discussed in more detail in *Standard 10.5 "Truth in Taxation"*.

Once proposed tax rates are adopted, the county auditor is required to mail a "Notice of Valuation and Tax Changes" to inform property owners of the date, time and place for public hearings to discuss proposed tax increases. Public disclosure and hearings regarding proposed tax increases comprise what is commonly referred to as Truth-in-Taxation. Truth in Taxation statutes require that once the auditor has mailed the "Notice of Valuation and Tax Changes", entities proposing a tax increase must advertise the increase and hold a public hearing. Once the Truth-in-Taxation process is completed, final rates may be adopted subject to final approval by the State Tax Commission. In addition to the public disclosure process, certain statutory rate limitations may apply.

Standard 10.3 Certified Tax Rate

10.3.0 Definition and Calculation

Certified tax rate means the tax rate that will provide the same ad valorem property tax revenue for a taxing entity as was budgeted by that taxing entity for the prior tax year. (Section 59-2-924) This rate is calculated by dividing the ad valorem property tax revenues budgeted for the prior year by the entity's current year adjusted taxable value including an allowance for new growth. A taxing entity may have more than one fund for which it levies property tax. For example, a city may have a general fund and a library fund. A certified rate is calculated for each fund. (R884-24-24)

10.3.1 Last Year's Budgeted Revenue

Last Year's budgeted revenues are calculated by multiplying the prior year's approved tax rate against last year's pre-BOE adjusted taxable value that includes new growth. (Section 59-2-924)

10.3.2 Current Year's Adjusted Taxable Value

Current Year's Adjusted Taxable Value is the total value of all taxable property in a taxing entity's tax base adjusted for redevelopment tax increment value, estimated board of equalization three-year average adjustments and a five-year average collection rate and new growth. It includes the value of locally assessed real property, locally assessed personal property (excluding fee-in-lieu values) and centrally assessed property as reported by the county assessor/auditor and State Tax Commission. The formula is as follows:

10.3.3 Redevelopment Tax Increment Value Adjustment

Tax increment value is the increase in value of all taxable property within a redevelopment project area after the project area is created. This value only includes increases from new growth or construction and not increases in the base-year value resulting from inflation, reappraisal or factoring. The taxes generated from tax increment value are generally reserved to fund redevelopment or economic development projects and are not distributed to the various taxing entities whose boundaries include the redevelopment project area.

If the tax increment value is not subtracted from an entity's tax base, the entity's taxable value will be over stated and the entity will experience a revenue shortfall. This adjustment should be based upon tax increment funds available as reported by the county auditor.

10.3.4 Board of Equalization Adjustment – Three-Year Average

The board of equalization adjustment is made to account for reductions in property tax value granted by county boards of equalization between the time the tax rate is set in June and the time the tax notices are sent out in November resulting from appeals filed by taxpayers. These appeals pertain to locally assessed real and personal property and to the state assessed property. The adjustment is calculated by netting the difference between the TC 697 values as of June against the TC 233B year-end values. The adjustment is calculated separately for each type of property, real, personal, and centrally assessed and is based on a three-year average change in values. The

adjustment can be either positive or negative and is calculated separately for each taxing entity. [Section 59-2-913]

10.3.5 Five-Year Average Collection Rate

The collection rate is calculated annually by the county treasurer and reported to the Tax Commission on Form 205, "Year-End Statement of Taxes Charged, Collected, and Disbursed – Report 750". The five-year average collection rate is the average of the previous five-year's annual collection rates. (Section 59-2-913) The rate is a comparison between total taxes charged and total revenue collected. This adjustment recognizes the fact that all taxes are not collected in the same year in which they are levied. Generally, a certain percentage remains unpaid and is collected in later years as redemptions of delinquent taxes. Taxing entities are required to account for delinquent tax collections separate from current year collections. [Section 59-2-913]

10.3.6 New Growth & Adjusted New Growth

Under the guidelines of Truth In Taxation, a taxing entity is allowed to collect the same amount of taxes it received last year plus any additional revenue resulting from real growth in its tax base. Tax Commission Administrative Rule R884-24P-24 (K) provides the guidelines for determining new growth. New growth adjustments are identified on Form PT-225, "Report of New Growth Adjustments – Report 714". Adjusted new growth equals new growth multiplied by the five-year collection rate to make it comparable to this year's adjusted taxable value. The computation of new growth and adjusted new growth involve the calculation of two growth-related variables, actual new growth and net annexation value. [R884-24P-24 (K)]

10.3.6.1 Actual New Growth

Actual New Growth is any increase in taxable value from the previous year to the current year except increases in locally assessed real property due to reappraisal, factoring, legislative directives, or changes in centrally assessed property resulting from changes in valuation apportionment formulas. [R884-24P-24 (K)] Actual New Growth is calculated as follows.

- A. Current year's taxable value, from Form PT-220, "Report of the Sum of Taxable Values by the County Assessor – Report 697", adjusted for redevelopment tax increment value
- B. Minus last year's year-end taxable value adjusted for redevelopment tax increment value, from Form 205, "Year-End Statement of Taxes Charged, Collected, and Disbursed – Report 750".
- C. Plus or minus any changes to the current year's value of locally assessed real property due to reappraisal, state factoring orders, or legislative changes.
- D. Plus or minus any changes to centrally assessed value resulting from changes in apportionment formulas.

Note: Annual changes in FAA values made by the Tax Commission are treated as reappraisal.

10.3.6.2 Net Annexation Value

Annexation Value refers to the value of taxable property that is annexed into or annexed away from a taxing entity's legal boundaries and tax base. Net Annexation Value is the

taxable value for the current year, adjusted for redevelopment, of all properties annexed into an entity during the previous calendar year minus the taxable value for the previous year, adjusted for redevelopment, for all properties annexed out of the entity during the previous calendar year. [R884-24P-24 (K)(2)]

10.3.6.3 New Growth

New Growth is equal to Actual New Growth, Net Annexation Value or zero. [R488-24P-24 (K) (3)] See Appendix B.

New Growth is equal to Actual New Growth for:

- A. an entity with an actual new growth value greater than or equal to zero, or
- B. an entity with an actual new growth value less than zero, and the actual new growth value is greater than or equal to the net annexation value.

New Growth is equal to the Net Annexation Value for an entity with:

- A. a net annexation value less than zero; and
- B. the actual new growth value is less than the net annexation value.

New Growth is equal to zero for an entity with:

- A. an actual new growth value less than zero; and
- B. a net annexation value greater than or equal to zero

10.3.6.4 New Growth Decision Model

The process of determining the values to use in the calculation of new growth can be detailed and difficult. The New Growth Decision Model is a one page instructional sheet that reduces the process to a series of yes and no questions. See Appendix B.

10.3.7 Failure to Meet Statutory Time Frames

Many dates in the rate-setting process are considered to be directory in nature as opposed to mandatory. Directory means that the dates are established to give direction to the rate-setting process and that failure to meet a specific date does not render subsequent actions invalid. Generally, dates that establish taxpayer rights are mandatory while dates not involving taxpayer rights have been considered directory. For example Section 59-2-913(1)(b)(i) specifically allows the Tax Commission to extend or change the June 22 date to a later date. On the other hand, Section 59-2-912 provides that if a taxing entity fails to meet the June 22 date for adopting a proposed or final tax rate, the Tax Commission shall hold a hearing on the matter and certify a rate. This apparent conflict has been administered in favor of the directory nature interpretation. However, where a taxing entity has failed to respond to a county auditor's request for rate and budget information in a reasonable time frame, counties have been advised to inform the entity that the rate will be set as the certified rate or turned over to the Tax Commission for action.

10.3.8 Aggregate Certified Tax Rate

Entities required to set levies for more than one fund must compute an aggregate certified rate. The aggregate certified tax rate is the sum of the certified rates for

individual funds for which separate levies are allowed by law. The aggregate certified tax rate computation applies where:

- A. the valuation bases for the funds are contained within identical geographic boundaries; and
- B. the funds are under the levy and budget setting authority of the same governmental entity.

Exceptions are the state assessing and collecting levy, as described in Section 59-2-906.1(3), and the additional levies for property valuation and reappraisal, as described in Section 59-2-906.1(4). These levies must be separately stated.

10.3.9 Special Considerations

General Obligation Debt

A certified tax rate is not calculated for general obligation debt. The certified rate for general obligation debt is deemed to be the same as the proposed rate. Since implementation of a general obligation debt levy requires a public vote, it is not subject to the requirements of Truth-in-Taxation. Revenue bonds, capital lease bonds and other forms of non-voter approved debt are not treated as general obligation debt.

Basic School Levy

The Basic School Fund tax rate is computed by the State Tax Commission based upon the revenue appropriated by the Utah Legislature. The certified tax rate and proposed rates are equal to the calculated rate unless the Legislature declares a tax increase under Section 59-2-926, in which case the Tax Commission will calculate a separate certified tax rate. (The Utah Legislature has yet to declare a tax increase for this levy)

Other Voter-Approved Levies

School leeway levies provided under Sections 53A-17a-133, 53A-17a-134, and 53A-16-110, have a maximum rate set by an election of the people in the district. Certified tax rates for these levies are calculated in the same manner as other certified tax rates in accordance with Sections 59-2-913 and 924. Certified tax rates for Special Taxing Districts under Chapter 17A, Chapter 2, Part 13 are established in the same manner as other certified tax rates in accordance with Sections 59-2-913 and 924. The Certified Tax Rate for these special districts (referred to as Part 13 special districts) cannot be set higher than the voted cap without an election and a resetting of the voted cap.

Multi-County Assessing and Collecting Levy

This levy is calculated by the State Tax Commission and is imposed annually by each county in the state. Statutorily it is capped at .000300. The purpose of this multi-county assessing and collecting levy is to promote the accurate valuation of property, the establishment and maintenance of uniform assessment levels within and among counties, and the efficient administration of the property tax system, including the costs of assessment, collection, and distribution of property taxes. This levy shall be separately stated on the tax notice as a multi-county assessing and collecting levy. This levy is also exempt from the notice requirement of Sections 59-2-918 and 59-2-919 (Truth in Taxation statutes). Unless the legislature declares a tax increase in this fund pursuant to Section 59-2-926, the certified tax rate is the Tax Commission's calculated rate.

New Taxing Entities

For cities and towns incorporated after July 1, 1996, in the first year in which they are authorized to levy a property tax, the certified tax rate is equal to the certified tax rate for the county's municipal-type services identified in Sections 17-34-2 and 17-36-9 for first, second, and third class counties. For fourth, fifth or sixth class counties, the certified tax rate for new cities and towns is equal to the certified tax rate for general fund purposes or the certified tax rate for levies imposed for municipal-type services identified. [Sections 17-34-2 and 17-36-3(22)]

Equalized Rates – Multi-County Taxing Entities

The boundaries and jurisdiction of some taxing entities cross county lines. For example, Weber Basin Water operates in 5 counties, while the boundaries for Park City, Draper City and Green River City include two counties. Certified tax rates for multi-county taxing entities are calculated by aggregating the values for all of the variables in the certified tax rate formula. If certified tax rates were calculated and levied separately in each county it would violate the constitutional standard of equal rates of taxation in Article XIII Section 2.

Commission Adjustments to Certified Tax Rate – Clerical Errors

Section 59-2-924.1 allows the Tax Commission to adjust a taxing entity's certified tax rate for clerical errors that were corrected by the county and subsequently affected the entity's actual collections to the extent that it collected less property tax revenue than it budgeted in the previous year. The error must be identified and notice of the error must be given to the county legislative body with 60 days after the county treasurer makes final settlement with the taxing entity. If the error and subsequent correction are identified prior to the time tax notices are mailed, the entity's tax rate should be adjusted pursuant to Section 59-2-921. If the error is not identified before the tax notices are mailed, normally, no adjustment can be made. The amount of the adjustment allowed under Section 59-2-924.1 is the lesser of the amount of the clerical error or the difference between the entity's actual collections and budgeted collections and is applied as an increase to last year's taxes collected when computing the certified tax rate. The Tax Commission must make the adjustment within 90 days of the date the county treasurer made final settlement with the taxing entity.

Standard 10.4 Proposed Tax Rate

10.4.0 Proposed Tax Rate

Every taxing entity must adopt a proposed tax rate and report this tax rate to the county auditor and State Tax Commission by June 22 each year on Form PT-250, "Tax Rate Summary – Report 693." The proposed tax rate is calculated by dividing the entity's proposed budgeted ad valorem property tax revenues by the Current Year's Adjusted Taxable Value. This proposed tax rate is submitted to the Tax Commission by the county auditor and is the basis for the final approved tax rate that is issued by the Tax Commission.

10.4.1 Current Year Adjusted Taxable Value

See Standards 10.3.2 through 10.3.5

10.4.2 Proposed Budget

This is the amount of ad valorem property tax revenue the entity plans to levy and collect for the current tax year. This information is to be reported to the county auditor and State Tax Commission on Form PT-250, "Tax Rate Summary – Report 693".

Standard 10.5 Declaration of Tax Increase – Truth-In-Taxation

10.5.0 History

From 1969 through 1985, taxing entities were basically limited to tax increases of no more than 106% of the previous year's revenues. There were allowances for voter-approved debt and revenue increases resulting from real growth in an entity's tax base. In 1985, the Utah Legislature implemented a series of laws commonly referred to as Truth-In-Taxation. These laws removed the 106% limitation and replaced it with public disclosure and hearing requirements for any declared tax increase regardless of the amount. Entities are required to advertise a proposed increase and hold a public hearing before implementing the increase. There is no prohibition against implementing a property tax increase once these steps are taken. (Sections 59-2-918, 59-2-919)

10.5.1 Declaring an Increase

A taxing entity must declare a tax increase if its aggregate proposed tax rate exceeds its aggregate certified tax rate. The certified and proposed tax rates must be aggregated for all funds under the control of the same governing body and for which the boundaries of the tax base are the same. For example, if an entity has a general fund, a library fund and a tort liability fund, the proposed and certified tax rates must be aggregated in order to determine if there is a tax increase. The only exception to aggregation is for the statewide Multi-County Assessing and Collecting Fund, debt service levies, and the School Basic Levy. An entity must declare its intention to increase its property tax revenue at the time it sets its proposed tax rate in June.

Calendar-Year Entities

Calendar-year taxing entities such as counties and many special service districts must declare their intention to increase property taxes at the time they adopt their annual budgets in December each year. For calendar-year entities, newspaper ads and a public hearing take place in November/December and again in July/August. The date, time, and place of the budget hearing must be included on the November "Tax Notice" and the date, time and place of the tax increase hearing must appear on the July "Notice of Property Valuation and Tax Changes."

Fiscal Year Entities

Fiscal-year entities such as school districts, cities, towns, and some special service districts must declare their intention to increase property taxes at the time they adopt their annual budgets in June of each year. For these entities, newspaper ads and the hearing only take place in August of each year. The date, time and place of the tax increase hearing must appear on the July "Notice of Property Valuation and Tax Changes."

General Obligation Debt

When an entity pays off its general obligation debt or otherwise desires to offset a decrease in its voter approved debt levy by increasing another levy, it must declare a tax increase and meet all of the notification requirements of Sections 59-2-918 and 919, even though its total property tax revenues may be less than previous year's property tax revenues.

Board Approved Leeway Levy

Any increase in a Board Approved Leeway levy must be approved by the school board by April 1 each year.

Judgment Levies

An entity may impose a judgment levy if it first advertises its intention to do so and holds a public hearing in accordance with the requirements of Section 59-2-918.5. If an entity is imposing a judgment levy and a tax increase it may combine the advertising requirements of the judgment levy with the requirements of the tax increase as outlined in Sections 59-2-918 and 919.

For calendar year entities, eligible judgments issued from June 1 through December 15, must be advertised in December and the hearing held at the same time as the hearing at which the annual budget is adopted. For eligible judgments issued from December 16 through May 31, the public hearing shall be held at the same time the hearing at which property tax levies are set.

Fiscal year entities that have eligible judgments issued from June 1 through May 31 shall hold their public hearing at the same time as the hearing at which the annual budget is adopted.

The date, time, and place of public hearings require by Section 59-2-918.5 must appear on the July "Notice of Property Valuation and Tax Changes."

10.5.2 Notice of Valuation and Tax Changes

The county auditor must mail a "Notice of Valuation and Tax Changes" to all property owners.

A. Notice Contents and Format

The form of the notice must be approved by the State Tax Commission and the content must be uniform. Any deviation from the form or content must be approved in advance by the State Tax Commission. The notice must contain:

1. This year's and last year's property market value,
2. The dates the county board of equalization will meet to hear appeals,
3. Last year's taxes levied for each taxing entity,
4. This year's taxes levied, if no tax increase for each taxing entity,
5. This year's taxes levied, if a tax increase has been declared,
6. The date, time and place of tax increase hearing for those entities declaring a tax increase,
7. Judgment levies, assessing and collecting levies and the minimum basic school levy must be separately identified on the notice. (R884-24P-24)

B. Timing

The "Notice of Valuation and Tax Changes" is mailed by July 22 and must be mailed at least 10 days prior to the first date on which the county board of

equalization meets, and at least 10 days prior to any public tax increase hearing.

10.5.3 Newspaper Advertisement Requirements

In most cases, taxing entities that declare a tax increase are required to advertise the increase in a newspaper prior to holding a public hearing on the proposed increase. The newspaper selected must be one of general circulation, interest and readership within the taxing entity. An entity may use more than one newspaper to advertise the increase.

A. Advertisement Form and Contents

1. The ad must be in the form and contain the information set forth in Sections 59-2-918 and 59-2-919,
2. It must be no less than one-quarter page in size, have a one-quarter inch border and the print size must be at least 18 point,
3. The ad must not be placed in that portion of the newspaper where legal notices and classified advertisements appear,
4. The ad contains information about the impact of the proposed increase on an average home and business, the amount and percentage change in the entity's property tax revenues and the date time and place of the public hearing. See Appendix D & E for a sample and instructions.
5. The form and content of the ad may not be modified without Tax Commission approval. However, a taxing entity is not prohibited from publishing a separate notice containing information about the increase. A separate notice explaining the increase may be placed anywhere in the newspaper as long as it is not contained within the borders of the tax increase disclosure advertisement.
6. For a judgment levy that is to be combined with a tax increase for advertisement purposes items A through E above are applicable. If however, a judgment levy is to be advertised alone the advertisement shall be at least one-eighth of a page in size and shall meet the type, placement, and frequency requirements established under Section 59-2-919.

B. Timing of the Advertisement

1. The advertisement must be published once each week for the two weeks preceding the public hearing.
2. The first advertisement must be published at least seven calendar days prior to the public hearing.

C. Exceptions to the Newspaper Advertisement

All or a portion of the newspaper advertisement requirements may be waived or modified as follows:

1. Budget Less Than \$15,000 – The newspaper advertisement requirements do not apply to a taxing entity that collected less than \$15,000 in property tax revenues in the prior year. [R884-24P-24(F)]
2. Cost of Advertisement – If the cost of the advertisement is greater than 1% of the taxing entity's budgeted property tax revenue, the entity may

combine its notice with another taxing entity or use a direct mail notice approved by the Tax Commission. The direct mail notice must be in substantially the same form and contain substantially the same information as the newspaper advertisement. (Section 59-2-918)

10.5.4 Public Hearing Requirements

A taxing entity declaring a tax increase must hold a public hearing at which time interested parties are given the opportunity to be heard.

- A. Adoption of Final Budget
 - 1. An entity must conduct a public hearing before it can adopt its final budget increase. However, the hearing to adopt the final budget may be held at the same time as the hearing on the proposed tax increase. (Section 59-2-919)
 - 2. A public hearing on a proposed tax increase may not be held before 6:00 P.M. (Section 59-2-919)
- B. Conflicting Hearings
 - 1. A taxing entity may not schedule its proposed tax increase hearing at the same time as an overlapping taxing entity.
 - 2. To prevent conflicts, taxing entities are required to notify the county auditor of their proposed hearing dates well in advance of the mailing of the "Notice of Valuation and Tax Changes" so that conflicts may be resolved.
 - 3. For taxing entities in which the power to set levies is vested in the same governing body, hearings may be consolidated.

10.5.5 Resolution Adopting Final Rates

A taxing entity declaring a tax increase may not adopt its final tax rates or budget until a public hearing is held. The final tax rates may be adopted at the same time and in conjunction with the tax increase hearing. A resolution by the governing body adopting the final tax rates and budget amounts must be forward to the Tax Commission before the Tax Commission approves the entity's tax rates. If the resolution is not adopted at the time of the tax increase public hearing, the scheduled date, time and place for adopting the resolution shall be announced at the public hearing. If the scheduled date for adopting the resolution is more than two weeks after the tax increase public hearing, the entity must re-advertise its proposed increase as prescribed in *Standard 10.5.3*, "Newspaper Advertisement Requirements".

10.5.6 Changes in Assessed Value – Rate Adjustments

On or before September 15, an entity's tax rate may be adjusted based on a change in the entity's taxable value resulting from a decision of the county board of equalization or the Tax Commission. This usually results in a tax rate increase because taxable values have been lowered as a consequence of an appeal. A rate increase made under this circumstance may be implemented without any further action by the taxing entity or compliance with the requirements of Section 59-2-919. However, the entity must adopt the higher tax rate by resolution, and any such rate adjustment must be approved by the State Tax Commission.

10.5.7 Revised Tax Increases

Section 59-2-922 allows a taxing entity that has declared a tax increase and complied with the public notice, advertising and hearing requirements of Section 59-2-919 to revise its actions and declare a greater increase. Section 59-2-922 requires the entity to re-advertise, hold an additional hearing and adopt a new resolution. The practical consideration with actions under this section is timing. There may not be sufficient time to allow the entity to go through the “Truth-In-Taxation” procedures before tax notices must be prepared and mailed.

Standard 10.6 Rate Approval Process

10.6.0 Certified and Proposed Tax Rates

The Tax Commission works closely with county officials and the various taxing entities to ensure that all of the valuation and revenue variables used in the rate calculations are accurate. Consequently, the State Tax Commission thoroughly reviews and verifies all data used in determining each certified and approved rate. For example, proposed rates are checked to ensure that the revenues levied do not exceed budgeted revenues. Amounts levied for general obligation (voter approved) debt are checked against debt repayment schedules.

10.6.1 Final Rate Approval

The Tax Commission reviews and approves all tax rates prior to implementation by county auditors and treasurers. This process includes the following general steps:

- A. Review compliance with all “Truth-In-Taxation” advertisement and hearing requirements.
- B. Review correct computation and application of “equalized” rates.
- C. Ensure that judgment levy amounts are correctly calculated and are supported by appropriate documentation.
- D. Review compliance with statutory rate limitations. Many of the funds for which taxing entities levy property taxes are subject to statutorily-established maximums and voter-approved maximums
 1. Statutory maximums exist for many funds and differ based on the type of taxing entity. For example the statutory limit for a city or town general fund is .007 or 7/10th of one percent of its tax base. The statutory limit for a library fund is 1/10th of one percent of its tax base. Some statutory limits are calculated; for example, the limit for a school district is 10% of the basic levy. A complete list of statutory limits by entity and fund is contained in Appendix C.
 2. Some rate limits are established by a vote of the people. For example, school districts may impose a variety of leeway levies which are originally set and limited by a vote of the people. Special taxing districts established under Chapter 17A, Section 2, Part 13, are required to have a public election to establish a property tax levy cap. In order to increase those limits, another public vote is required.
- E. Conflict between certified rates and statutory maximums. Where a taxing entity's certified tax rate exceeds its statutory maximum levy, the entity may levy its

certified tax rate except for levies set by a public vote or a school board voted-leeway levy. For voter or school board approved levies, an additional public vote is required to adopt the higher certified tax rate.

10.6.2 Excessive Levies

If the Tax Commission determines that a levy established by a taxing entity is in excess of the maximum permitted by law, the Tax Commission shall:

- A. Lower the levy to the maximum permitted by law
- B. Notify the taxing entity that the levy has been lowered, and
- C. Notify the county auditor in the county or counties where the entity is located to implement the levy set by the Tax Commission.

A levy set by the Tax Commission becomes the official levy of the taxing entity unless the entity sets a lower levy or the levy is modified by a court order.

Standard 10.7 Special Levies

10.7.0 Assessing and Collecting Levies

Counties are authorized to levy property taxes to cover the costs of administering the property tax system including all functions associated with the costs of assessing and collecting property taxes.

10.7.1 Multi-County Levy

Section 59-2-906.1 creates a Property Tax Agency Valuation Fund to promote accurate valuation of property, establish and maintain uniform assessment levels within and between the counties and promote efficient administration of the property tax system. Monies from this fund are allocated to the various counties based upon weighted parcel counts and county classification. The distribution of these monies is calculated by the State Auditor's Office. All counties must impose a multi-county assessing and collecting levy not to exceed .0003. This levy is calculated by the Tax Commission and imposed in all 29 counties.

10.7.2 Mandated Actions

In addition to the levies identified above, a county may levy additional amounts to fund actions to meet legislative mandates or judicial or administrative orders which relate to the promotion of accurate property valuation, the establishment and maintenance of uniform assessment levels and efficient administration of the property tax system. Levies resulting from mandated actions are subject to the "Truth-in Taxation" advertisement and hearing requirements.

10.7.3 Judgment Levy

A taxing entity may impose a levy to recover a reduction in property tax ordered by the Tax Commission, a court of competent jurisdiction or a county board of equalization. The judgment levy is in addition to and exempt from the statutory maximum levies of various taxing entities. However, a judgment levy may only be established in an amount sufficient to cover qualifying judgments. The certified tax rate for a judgment levy is deemed to be zero each year. For information on setting a judgment levy and the required process see *Standard 10.5.1, "Declaring and Increase"*, and *Standard 10.5.3, "Newspaper Advertisement Requirements"*.

10.7.4 Interest & Sinking Fund / Debt Service

This levy is set each year at a level sufficient to meet the interest and sinking fund requirements on, and/or any payment to principal of, outstanding bonded and other indebtedness of an entity. This payment would include payment of principal and interest on a refunding bond, general obligation bonds, or on any bonds that have been authorized. The Certified Tax Rate of this levy is reset to zero each year. This levy is exempt from Truth in Taxation requirements as specified in Sections 59-2-918 and 59-2-919. (Sections 17A-2-834, 51-5-4, 53A-16-107, and 53A-17a-145)

Standard 10.8 Redevelopment (Neighborhood Development)

10.8.0 General

Cities, towns and counties are authorized to create redevelopment and economic development projects. These projects are primarily funded through tax increment financing. Tax increment financing allows the city, town or county to collect the increase in property tax revenues generated by the increase in property value resulting from the redevelopment or economic development to pay for loans, money advanced, bonds and other indebtedness incurred to finance the project.

Tax increment value must be excluded from a taxing entity's tax base when calculating its certified and proposed tax rates because the property tax revenue generated from the tax increment value is reserved for redevelopment or economic development project financing. However, no adjustment is made until the redevelopment or economic development agency actually budgets and requests tax increment funds.

Tax increment funds are computed by multiplying the tax increment value of a project area by the aggregate tax rates for all taxing entities affected by the project. For example, a project area might include the county, a school district, a city and a special taxing district and have an aggregate tax rate of .012.

10.8.2 Adjustment for Increases or Decreases in Project Area Value

A project area's taxable value can be increased or decreased as a result of:

1. Statutes enacted by the Legislature
2. A judicial decision
3. An order of the State Tax Commission pursuant to Section 59-2-704 (2),
4. Changes in exemptions under Article XIII, Section 2 or Section 59-2-103
5. Changes in the percentage of fair market value under Section 59-2-102

If a project area's taxable value is increased or decreased, the project area's base year value must be accordingly increased or decreased in order to eliminate any windfall or shortfall in tax increment funds.

10.8.3 Adjustment for Increases or Decreases in Tax Rates

Revenue generated from an increase in a taxing entity's tax rate may not be distributed as tax increment funds without the consent of the redevelopment agency. The amount of tax rate to be used in computing tax increment dollars must be increased or decreased as a result of:

1. Statutes enacted by the Legislature,
2. A judicial decision,

3. An order of the State Tax Commission pursuant to Section 59-2-704 (2),
4. Changes in exemptions under Article XIII, Section 2 or Section 59-2-103,
5. Changes in the percentage of fair market value under Section 59-2-102,
6. A decrease in the certified tax rate under Section 59-2-924 (2)(c) and (2)(d)(i), county adoption of a $\frac{1}{4}$ percent countywide sales tax pursuant to Section 59-12-902 where such decrease is greater than 20%,
7. A decrease in the minimum basic school levy greater than 20%.

10.8.4 Negative Base-Year Value

Section 17A-2-1250.5 and Section 59-2-924 (2)(c) and (2)(d)(i) allow a negative base-year value. However, for any other adjustments that cause a reduction in the base year value, the base year value may not be reduced below zero. The reason for not recognizing negative base-year value, unless expressly required by statute, is because to do so would allow a redevelopment agency to raise tax increment revenues from properties outside a project area.

10.8.5 Hold Harmless

Several subsections in Section 17A-2 –Part 1200 state that the amount of tax increment money paid to a redevelopment agency for bonds and other indebtedness may not be less than would have otherwise been collected and distributed had there been no increase or decreases in project area value or rate as set forth in Standards 10.8.2 and 10.8.3.

10.8.6 Assessing and Collecting Levy

Levies set for the purpose of funding the costs of assessing and collecting under Section 59-2-906.1 may not be included in the aggregate rate when computing tax increment funds for projects adopted after May 4, 1993.

10.8.7 “Haircut Provisions”

Sections 17A-2 -1247 provides for a decrease in tax increment financing of a project area in five-year increments starting at 100% for the first five-year period and decreasing to 60% for the final five-year period. However, there are exceptions to this provision; for example, funding a publicly or privately owned convention center, an I-15 underpass, or construction of certain recreational or cultural facilities. A redevelopment project may be modified in such a way that the haircut time periods are reset to 100%. Actions by a Taxing Agency Committee can modify the funding formula. It is important to determine the precise nature of the funding arrangements affecting a given redevelopment or economic development project when computing the redevelopment adjustment in the certified tax rate calculation.

Appendix 10A

**Click on the Button Below to Browse the Calendar
Then, Click the Browser Back Arrow to Return to this Document**

Appendix 10B

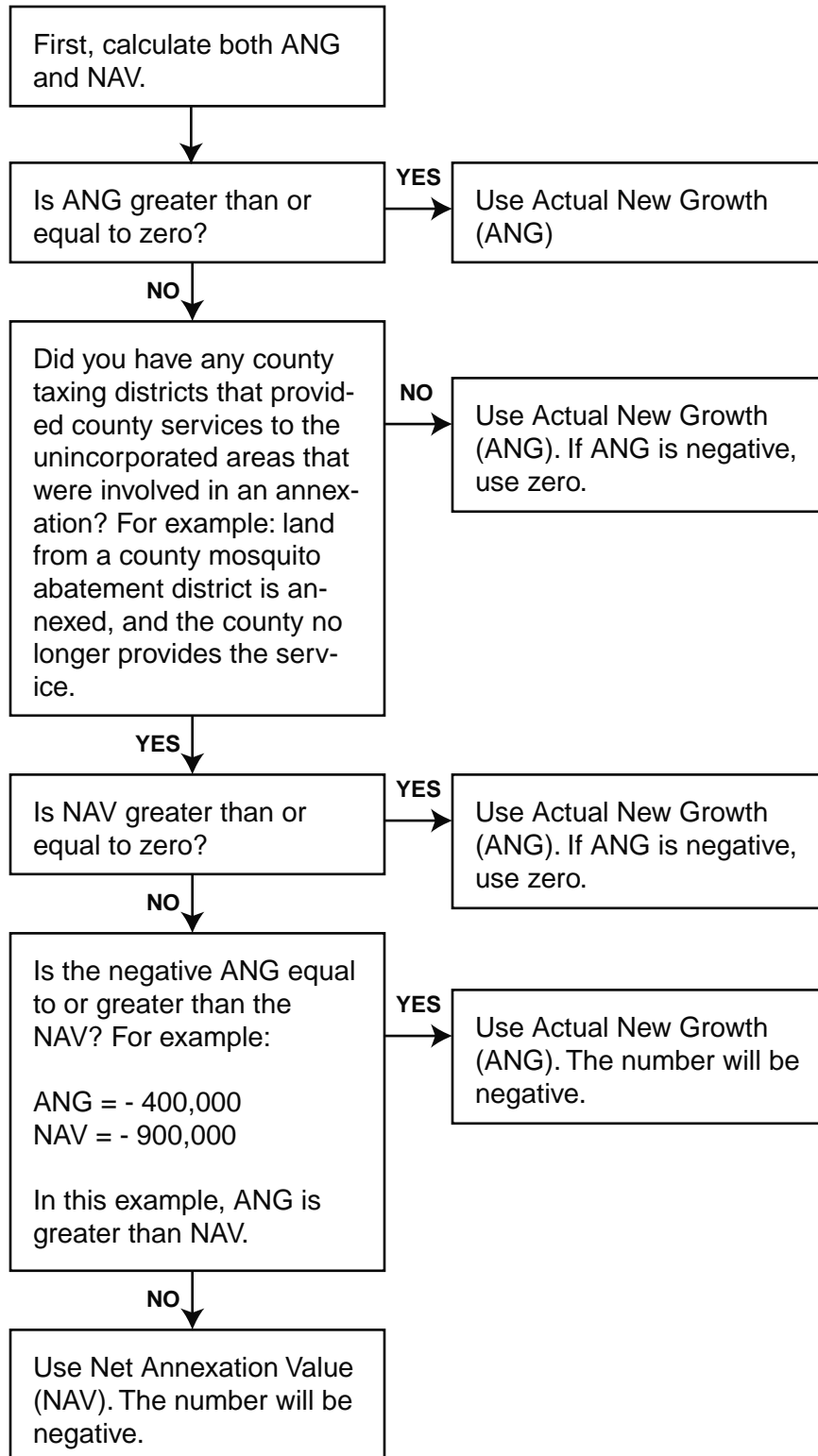
New Growth Decision Tree

(The Decision Tree is on the Next Page)

New Growth Decision Tree

New Growth (NG) = Actual New Growth (ANG) or Net Annexation Value (NAV)

Which calculation do you use, ANG or NAV?



Actual New Growth Calculation (ANG)

Current year's preliminary taxable value adjusted for redevelopment tax increment.

Plus or Minus

Changes in value as a result of factoring.

Plus or Minus

Changes in value as a result of re-appraisal.

Plus or Minus

Changes in value due to legislative action or court orders.

Minus

Previous year's taxable value adjusted for redevelopment tax increment.

Net Annexation Value (NAV)

Current year's taxable value of all properties annexed into an entity, adjusted by redevelopment.

Minus

Previous year's taxable value of all properties annexed out of an entity, adjusted by redevelopment.

Appendix 10C

Maximum Statutory Tax Rate Limits

Most taxing entities in the state have a limit on the property tax rate they may levy. In most cases this maximum cap is located in the code. This table details the various maximum levies, the associated code reference, and the corresponding budget types.

Entity	Budget Type	Code Reference	Budget Type	Maximum Rate
<u>County</u>				
County General		59-2-908	010	0.003200 (Taxable value more than 100,000,000) 0.003600 (Taxable value less than 100,000,000)
Interest & Sinking Fund		17-12-1	020	Sufficient
Discharge of Judgment		59-2-1328	190	Sufficient
County Library		9-7-501	030	0.001000
County Health		26A-1-117	540	0.000400
Flood Control		17-8-6	040	None
Tort Liability/ Gov't Immunity		63-30-27	050	0.000100
Statewide A&C		59-2-906.1(1)	950	0.000300
County A&C		59-2-906.1(4)	955	0.000200
Mandates		59-2-906.3(1)	960	Sufficient
Reappraisal		59-2-906.3(2)	965	Sufficient
<u>School District</u>				
School – Basic Levy		53A-17a-135	210	Set by Legislature
School – Voted Leeway		53A-17a-133	510	Voted by Majority of Electors
School – Board Approved Leeway		53A-17a-134	515	0.000400
School – Board Approved K-3 Reading Program		53A-17a-151	516	0.000121
School- Voted Capital Leeway		53A-16-110	505	Less than 0.2% of taxable value
School – Tort Liability/Gov't Immunity		63-30-27	050	0.000100
School – Capital Outlay		53A-16-107	240	0.002400
School – 10% Additional Basic		53A-17a-145	520	Up to 10% of School Basic Levy
General Obligation Debt		51-5-4	230	Sufficient

School – Recreation	11-2-7	090	None
School – Transportation	53A-17a-127	220	0.000300
City / Town			
General Purposes	10-6-133 / 10-5-112		010 0.007000
Interest & Sinking	11-1-1	020	Sufficient
Water, Light, & Power	10-7-14.2	130	0.000800
Hospitals – towns & third class cities	10-8-91	080	0.001000
Recreation	11-2-7	090	None
Special Improvement Guaranty/	17A-3-334	200	0.000200
City Library	9-7-401	030	0.001000
Tort Liability/Governmental Immunity	63-30-27	050	0.0001
Special District			
Cemetery Maintenance District	17A-2-222	100	0.000400
Mosquito Abatement District	17A-2-909	110	0.000400
Fire Protection District	17A-2-617	070	0.000800
Hospital Service District	17A-2-1322	080	Voted by Majority of Electors
Water Conservancy District	17A-2-1423	150	0.000100 Under Construction 0.000200 After Construction 0.001000 (Upper Colorado River) 0.000400 (Lower Colorado River)
County Improvement District – (Water, Sewer, Flood, Electric and Gas)	17A-2-312	140	0.000800
Metropolitan Water District	17A-2-415	120	Sufficient
Flood Control	17A-2-312	040	0.000800
County Service Area	17A-2-414	570	0.001400
Municipal Type Services	17A-2-1300	560	Sufficient
Part 13, Multiple Services	17A-2-1322	160	Voted by Majority of Electors

Appendix 10D

Truth In Taxation Advertisements For Use By Entities Budgeting On Calendar Year Basis

These instructions are for entities that have their budget set on a calendar year basis. The items listed under Form Instructions below correspond to the letter indicators on the blank form. Additional instructions may be obtained by contacting your county auditor. In order to fill in the blanks some initial information needs to be obtained from various county officials. If you did not have a tax rate last year gather the information under “Step 1” before proceeding to “A” on the form. If you levied a tax rate last year gather the information under “Step 2” before proceeding to “A” on the instructions.

Step 1

- a. Contact your county assessor to obtain the average price of a home within the entities boundary. This value will be placed in “B” of the form. (example \$175,000)
- b. Obtain the budget amount you plan to collect next year from property tax and place this figure in “L” of the form.
- c. Contact your county assessor and obtain the total value of the entity. This will include real, personal and centrally assessed property. Set this figure aside, you will need to use it in a later calculation.
- d. Calculate the estimated proposed tax rate. This is done by dividing the budgeted amount in “L” by the total value you obtained from the county assessor in step “c” above. ($L / \text{value in “c”} = \text{estimated proposed rate}$). Set this figure aside, you will need to use it in a later calculation.
- e. GO TO the form instructions.

Step 2

- a. Contact your county assessor and obtain the average price of a home within the entities boundary. Place this value in “B” of the form (example \$175,000)
- b. Get this year’s budgeted amount. Take the proposed budget amount from Report 693 that was submitted to the county auditor in June of the current year. Place this amount in “K” of the form.
- c. Get this year’s certified tax rate. Take the certified tax rate from Report 693 that was submitted to the county auditor in June of the current year. Set this rate aside, it will be used in a latter calculation.
- d. Obtain the budget amount you plan on collecting next year from property tax and place this figure in “L” of the form.
- e. Contact your county auditor and obtain the value of your entity. The data to ask for is called “Total 697 Value Adjusted by the Collection Rate”. This value may be adjusted by the expected % of growth for the coming year. Divide the budget obtained in Step 2c by this value. The result is the estimated proposed rate that will be used in the revenue calculation of “C” and “D”.

- f. GO TO the form Instructions.

Form Instructions

- A. Entity Name. (example: Northland Water Conservancy District)
- B. Average value of a home within the entity's boundaries. (Obtained from County Assessor)
- C. The tax on an average home would normally be calculated by multiplying the average price of a home, times 55%, times the proposed tax rate. As this is a December advertisement, there is not enough current data available to compute a new proposed tax rate. The amount of tax must then be calculated using data collected in Step 1 or Step 2 above.
- If property taxes were levied for this entity last year go to the next paragraph. If you did not levy a tax last year the following instructions will help you develop the revenue for "C". Multiply the average value of a home "B", times 55% market value, times estimated proposed rate that was calculated in Step 1e. (example $\$175,000 * .55 * .000150 = \14.44 in revenue.) Place this calculated revenue number in "C" of the form and GO TO step D.

For those entities that levied a tax this year the following instructions apply. Multiply the average value of a home "B", times .55 * estimated proposed rate that was calculated in Step 2e. (example $\$175,000 * .55 * .000150 = \14.44 in revenue) Place this calculated revenue number in "C" of the form and GO TO step D.

- D. The calculation for "D" is the same as in "C" with one exception. Business are taxed at 100% of market value. Because of this difference do not use the 55% factor as part of the calculation.
- E. If you did not have a tax rate last year place a (\$0) in "E" and then go to instruction "F." If your entity levied a property tax last year you will need to calculate this field. The calculation is the average price of a home "B", times 55%, times this year's certified tax rate." (example: $\$175,000 * .55 * .000140 = \13.48).
- F. If you did not have a tax rate last year place a (\$0) in "F" and then go to instruction "G ." If your entity levied a property tax last year you will need to calculate this field. The calculation is the average price of a home "B", times this year's certified tax rate." (example: $\$175,000 * .000140 = \24.50).
- G. If this is the first year for the tax rate then this value is 100%. Otherwise, the increase is calculated by subtracting line E from line C and dividing the result by line E. (C-E)/E
- H. C minus E.
- I. Figure H divided by 12.
- J. D minus F
- K. If the taxing entity did not exist or did not levy a property tax last year, this number is \$0. Otherwise, this amount is the amount obtained in Step 2b.
- L. This is the amount of property taxes the entity is proposing to levy for the coming fiscal year.
- M. If no property taxes were levied for the current year, this percentage is set at

100%, otherwise the percentage increase is calculated by subtracting line K from line L and dividing the result by line K. $(L-K)/K$

- N. Date of tax rate increase hearing.
- O. Time and place of hearing. The starting time for the meetings cannot be before 6 P.M.

Sample Advertisement, Section 59-2-918, Calendar-Year Entities

Appendix 10E

Truth In Taxation Advertisements Used By Calendar and Fiscal Year Entities For The July/August Advertisement

These instructions are used by calendar and fiscal year entities to develop the July / August advertisement. The items listed under Form Instructions below correspond to the letter indicators on the blank form. Additional instruction may be obtained by contacting your county auditor. Before you will be able to complete the form you will need to gather the information set out in Step 1.

Step 1

- a. Contact your county assessor to obtain the average price of a home within your entities boundary. This value will be placed in “B” of the form. (example \$175,000)
- b. Take the proposed budget amount from Report 693 that was submitted by your entity to the county auditor in June and place that number in “O” of the form.
- c. Take the proposed tax rate from the Report 693 that was submitted by your entity to the county auditor in June and place that number in figure “H” of the form.
- d. If you levied a tax last year take the certified tax rate from Report 693 that was submitted by your entity to the county auditor in June and place that number in “I” of the form. If your entity did not levy a tax last year place a 0 in “I” of the form.
- e. If you levied a tax rate last year you will need to obtain the amount of revenue received by your entity from property taxes. This amount can be obtained from the county treasurer and is the revenue received as indicated on Report 750. Place this figure in “N” of the form. If your entity did not levy a tax last year place a 0 in “N” of the form.

Form Instructions

- A. Entity Name. (example: Northland Water Conservancy District)
- B. Average value of a home within the entity’s boundaries. (obtained from the County Assessor)
- C. The tax on an average home is calculated by multiplying the average price of a home “B”, times 55%, times the proposed tax rate “H”. (example $\$175,000 * .55 * .000150 = \14.44 in revenue.) Place this calculated revenue number in “C” of the form.
- D. The calculation for “D” is the same as in “C” with one exception. Business are taxed at 100% of market value. Because of this difference do not use the 55% factor as part of the calculation. (example $\$175,000 * .000150 = \26.25 in revenue.) Place this calculated revenue number in “D” of the form.
- E. If you did not have a tax rate last year place a (\$0) in “E” and then go to instruction “F.” If your entity levied a property tax last year you will need to calculate this field. The calculation is the average price of a home “B”, times 55%, times the certified tax rate “I.” (example: $175,000 * .55 * .000140 = \13.48)

- F. If you did not have a tax rate last year this field is (\$0). If your entity levied a property tax last year you will need to calculate this field. The calculation is the average price of a home “B”, times the certified tax rate “I.” (example: 175,000 * .000140 = \$24.50)
- G. The year of the proposed tax increase.
- H. This is the proposed tax rate from the Report 693 that was submitted to the county auditor in June.
- I. This is the certified rate that is on the Report 693 that was submitted to the county auditor in June.
- J. If this is the first year for the tax rate then this value is 100% otherwise, the increase is calculated by subtracting line E from line C and dividing the result by line E. $(C-E)/E$
- K. C minus E.
- L. Figure K divided by 12.
- M. D minus F.
- N. If the taxing entity did not levy a property tax last year, this number is \$0. Otherwise this amount can be obtained from the county treasurer and is the revenue received as indicated on Report 750.
- O. This is the amount of property taxes the entity is proposing to levy for the coming fiscal year.
- P. If no property taxes were levied for the current year, this percentage is set at 100%, otherwise the percentage increase is calculated by subtracting line N from line O and dividing the result by line N. $(O-N)/N$
- Q. Date of tax rate increase hearing.
- R. Time and place of hearing. The starting time for the meetings cannot be before 6 P.M.

Sample Advertisement, Section 59-2-919, Fiscal-Year Entities

Appendix 10F

Forms

PT-200	Preliminary Countywide Taxable Values, Report 233b
PT-205	Year- End Statement of Taxes Charged, Collected, and Disbursed, Report 750
PT-210	County Auditor's Annual Report - Redevelopment Project, Report 700
PT-215	Redevelopment Agency Worksheet, Report 695A
PT-220	Report of the Sum of Taxable Values by the County Assessor, Report 697
PT-225	Report of New Growth Adjustments, Report 714
PT-230	Calculations of New Growth, Report 712A
PT-235	Net Annexations Value, Report 710
PT-240	Single Levy Certified Tax Rate Worksheet, Report 713
PT-241A	Multiple Levy Certified Tax Rate Valuation Summary, Report 713A
PT-241B	Multiple Levy Certified Tax Rate Worksheet, Report 713B
PT-245	Single Levy Proposed Tax Rate Worksheet, Report 694
PT-246A	Multiple Levy Proposed Tax Rate Valuation Summary, Report 694A
PT-246B	Multiple Levy Proposed Tax Rate Worksheet, Report 694B
PT-250-CAC	County Assessing and Collecting Levies Tax Rate Summary, Report 693
PT-250-CNY	County Tax Rate Summary, Report 693
PT-250CTY	City/Town Tax Rate Summary, Report 693
PT-250-SCH	School District Tax Rate Summary, Report 693
PT-250-SSD	Special Service District Tax Rate Summary, Report 693
PT-255	Resolution Adopting Final Tax Rates and Budgets, Report 800

**Final Countywide Taxable Values
Report 233b**

Form PT-200
pt-200.xls Rev. 2/01

County: _____ Year: _____

Real Estate - Land

	Numbers/Parcels	Taxable Values
Residential - primary use	_____	\$ _____
Residential - not primary use	_____	\$ _____
Commercial and industrial - improved	_____	\$ _____
Agricultural (non-FAA) - improved	_____	\$ _____
Agricultural (FAA)	_____	\$ _____
Unimproved land (non-FAA)	_____	\$ _____
Total assessment of land real estate		A. \$ _____

Real Estate - Buildings, Structures, Etc.

Residential - primary use	_____	\$ _____
Residential - not primary use	_____	\$ _____
Commercial and industrial	_____	\$ _____
Agricultural	_____	\$ _____
Total assessment of structures		B. \$ _____
Total real property (A + B)		\$ _____

Personal Property

Fee-in-lieu property	_____	\$ _____
Age-based property	_____	\$ _____
Manufactured/mobile homes - primary res.	_____	\$ _____
Manufactured/mobile homes - other	_____	\$ _____
Commercial and industrial machinery	_____	\$ _____
Trade fixtures	_____	\$ _____
Other personal property	_____	\$ _____
Total personal property	_____	\$ _____
Total personal property minus fee-in-lieu		C. \$ _____
Grand total, locally assessed property (A + B + C)		\$ _____

Certification by County Assessor and Auditor

I, _____, as County Assessor certify that the information contained herein is true and correct in compliance with UCA 59-2-913.

Signature: _____ Date: _____

I, _____, as County Auditor certify that the information contained herein is true and correct in compliance with UCA 59-2-913.

Signature: _____ Date: _____

***This information is sent in the format of a computer generated report from each county auditor to the State Tax Commission; therefore this form is not being used currently.

Instructions Final Countywide Taxable Values Report 233b	Form PT-200 pt-200-inst.doc Rev. 2/01
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Prepared by: County Auditors and County Assessors Statutory reference: UCA §59-1-210 & Article 13, Section 11, Utah Constitution, Due date: February 27

General Information

Report 233b gives the countywide taxable values for locally assessed properties, including real and personal properties, as reported by county assessors on the assessment rolls.

The report is divided into three basic sections, reporting locally assessed values for:

- 1) real estate
- 2) buildings, structures, etc.
- 3) personal property

These categories are further broken down into subcategories.

The report is prepared by county assessors and reviewed by county auditors.

Instructions

Parcel counts and taxable values should be reported in the appropriate categories based upon the following definitions.

Real Estate – Land

Real Estate is the possession of, claim to, ownership of, or right to the possession of land and improvements, as explained in UCA §59-2-102.

Residential – Primary Use

Primary residential land is assessed at 55 percent of market value. Land in excess of one acre should be reported as Unimproved Land. (UCA §59-2-103)

Residential – Not Primary Use (Improved)

Secondary improved residential land is assessed at 100 percent of market value. This includes property such as vacation homes and time-share property.

Commercial and Industrial (Improved)

The Land upon which a commercial or industrial improvement is being assessed.

Agricultural – Non FAA (Improved)

Land Valued at 100% of market value upon which an agricultural improvement is being assessed.

Agricultural – FAA

Land assessed under the Farmland Assessment Act, including barns, sheds, greenhouses, dams, ponds. Does not include land that is under the farmhouse.

Unimproved Land (Non FAA)

All Vacant Land assessed at 100% of market value.

Homesite Value

There is not a category for homesite value. What was formerly reported as homesite value is to be reported in one of the other categories as appropriate. In most cases this will be Residential Primary. However, if it is land that a commercial building sits on, it should be reported as Commercial and Industrial.

Real Estate – Buildings, Structures, Etc.**Residential – Primary Use**

All primary residential buildings and structures assessed at 55% of market value. (UCA §59-2-103)

Residential – Not Primary Use

All secondary residential buildings and structures assessed at 100% of fair market value (e.g., vacation homes, secondary homes and time-shares.)

Commercial and Industrial

All buildings and structures coded as commercial or industrial are assessed at 100% of Market Value.

Agricultural

All buildings and structures coded as agricultural use are assessed at 100% of Market Value.

Personal Property**Fee-in-lieu Property**

Report all registered motor vehicles that weigh 12,001 pounds or more and are subject to the uniform fee in this category. (UCA §59-2-405)

Age-based Property

Report all registered motor vehicles that weigh 12,000 pounds or less and are subject to the age-based uniform fee in this category. (UCA §59-2-405.1)

Manufactured/Mobile Homes – Primary Use

All manufactured or mobile homes permanently affixed to real estate will be valued at 55% of market value. (UCA §59-2-602)

Manufactured/Mobile Homes – Other

All other manufactured or mobile homes classified as Personal Property are valued at 100% of market value.

Parcel & Building Counts

Parcel Counts

Report the number of separately assessed parcels of land for each category. If a parcel is assessed under more than one category, it should be included in those categories.

Number – Buildings & Structure

Report the number of separately assessed buildings and structures. Where there is more than one building or structure on a parcel of land, each building or structure is counted separately.

Number – Personal Property

Fee-in-lieu Property – The number of individual registered vehicles subject to the age-based uniform fee.

Manufactured/Mobile Homes (Primary Residential Use) – The number of individual manufactured or mobile homes being assessed. Where more than one mobile home is assessed on a single account or assessment record, each mobile home is counted.

Mobile Homes (Other) – These shall be treated the same as the previous category.

Verification

The State Tax Commission does not verify the data on this form. The data is used to develop parcel counts and other information provided to the state auditor's office.

Year-End Statement of Taxes Charged, Collected, and Disbursed
Report 750

Year-End Statement of Taxes Charged, Collected, and Disbursed
Report 750

County: _____ **Year:** _____

[illegible]**Certification by County Treasurer**

I, _____, as County Treasurer certify that the information contained herein is true and correct.

Signature: _____ Date: _____

Please refer to instructions for additional information

Page 2

Instructions Year-end Statement of Taxes Charged, Collected & Disbursed Report 750	Form PT-205 pt-205-inst.doc Rev. 11/01
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Prepared by: County Treasurers Statutory reference: UCA §59-1-210 & Article 13, Section 11, Utah Constitution Due date: March 31
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General Instructions

1. Taxing Entities

List the various taxing entities in your county.

2. Year-End Real Property Value

Enter the taxable value of all locally assessed real property after all county board of equalization changes have been posted to the assessment roll. The value reported in this column should equal the value reported by county auditors on Report 233b

3. Year-End Centrally Assessed Property Values

Enter the taxable value of all centrally assessed property after all changes have been posted to the assessment roll. The value reported in this column should equal the value reported by county auditors on Report 233b. Centrally assessed values will be reported as of December 31.

4. Total Real and Centrally Assessed RDA Value

This value is based on the real and centrally assessed increment taken by the RDA agency and not the increment available. The RDA value is calculated by dividing the entity's dollar increment received by the entity's tax rate

5. Total Adjusted Real and Centrally Assessed Value

Total columns 2 and 3 then subtract column 4 and place the results here.

6. Year-End Personal Property Value

Enter the taxable value of all locally assessed personal property after all changes have been posted to the assessment roll. The value reported in this column should equal the value reported by county auditors on Report 233b

7. Personal Property RDA Value

This value is based on the personal property increment taken by the RDA agency and not the increment available. The RDA value is calculated by dividing the entity's dollar increment received by the entity's tax rate

- 8. Total Adjusted Personal Property Value**
Subtract column 7 from column 6. Place the results here.
- 9. Total Adjusted Value**
Add columns 5 and 8 and enter the results here. **Do not** include fee-in-lieu, rail car and State assessed commercial vehicles (motor carrier) values. If your computer system does not allow you to separate these values, then include the revenue in the taxes collected in column 19. The total value reported in this column should equal the value reported by county auditors on Report 233b.
- 10. Current Year Real & Centrally Assessed Property Tax Rate**
Enter the approved tax rate used to calculate the revenue for real and centrally assessed property being reported on this report.
- 11. Prior Year Personal Property Tax Rate**
Entered the prior year's approved tax rate used to calculate the revenue for personal property being reported on this report.
- 12. Real & Centrally Assessed Property Taxes Charged**
Multiply column 5 by column 10 and enter the result here.
- 13. Personal Property Taxes Charged**
Multiply column 8 by column 11 and enter the result here.
- 14. Total Taxes Charged**
Add columns 12 and 13 and place the result here.
- 15. Unpaid Taxes**
Enter all unpaid taxes for real, personal, and centrally assessed property that were assessed for the current year. Include all preliminary and subsequent tax sales as well as all delinquent taxes and deferrals.
- 16. Abatements**
Enter the amount of tax relief granted for veteran and blind exemptions, additional 20 percent circuit breaker and indigent abatements. Only the non-reimbursable portion (additional 20%) of the Home-owners Circuit Breaker Tax Credit is included. Do not include the state reimbursed portion.
- 17. Other**
Enter all other forms of relief including adjustments for double assessments, illegal and erroneous assessments, overages and shortages, adjustments granted by the county governing body, corrections of errors and omissions, pumping plant exemptions, the taxes resulting from the difference between the current and previous year's tax rates for

personal property and any other adjustments.

18. Total Relief

Add columns 15, 16 and 17, and enter the result here.

19. Total Taxes Collected

Subtract column 18 from column 14 and enter the result here. This is the total taxes collected and distributed to the entity for the current year. If amounts are collected but not distributed, provide a footnote identifying such amounts. Include the state reimbursed portion of the Home-owners Circuit Breaker tax Credit.

20. Annual Collection Rate

Divide column 19 by column 14 and enter the result here. The calculation is carried out two decimal places.

21. Fee-in-lieu

Enter all revenue collected for property subject to an in-lieu fee and motor vehicle subject to the aged based fee.. This column should also include revenue collected by the State Tax Commission for utility companies' motor vehicles and distributed to the counties. This includes registered property subject to the following:

1. Uniform fee based on age.
2. Uniform fee based on value (1.5%)
3. Aerial applicators (.2%)
4. All other aircraft (.4%)

22. Miscellaneous Collections

Enter all collections other than those for current taxes charged. Miscellaneous collections should include such items as FAA rollback taxes and interest earnings. Prior year collected amounts refunded to taxpayers as the result of a tax commission decision or court order should be included in this column as a negative amount. This column should also include revenue received from state assessed commercial vehicles (motor carriers).

23. Delinquent Taxes

Enter all delinquent property tax revenues for real, personal and centrally assessed properties for the previous years.

24. Interest & Penalty

Enter all penalties and interest charged and collected on delinquent taxes. This includes the two percent penalty for real property as well as the penalties collected on personal property pursuant to UCA 59-2-307 & 309. Any collections to cover administration costs such as title searches for the May tax sale or costs in conjunction with seizure and sale procedures should be accounted for in this column.

**County Auditor Annual Report
on Redevelopment Project Areas
Report 700**

Form PT-210
pt-210.xls Rev. 03/04

County: _____ Year: _____

Redevelopment agency, project area: _____

Taxable value

1A Locally assessed real property value

1B Personal property value

1C Centrally assessed property value

1D Total taxable value (add lines 1A, 1B and 1C)

Base Taxable Value

2A Locally assessed real property value for the base year.

Base taxable value adjustments:

a Qualifying decrease in the minimum basic levy ; 17B-4-1006 (1)(b)

b a statute enacted by the Legislature ; 17B-4-1006 (2)(a)(I)(A)

c a judicial decision ; 17B-4-1006 (2)(a)(I)(B)

d an order from State Tax Comm. (59-2-704(2)) ; 17B-4-1006 (2)(a)(I)(C)

e change in exemption under Utah Constitution ; 17B-4-1006 (2)(a)(I)(D)

f incr. / decr. in the percentage of fair market value 17B-4-1006 (2)(a)(I)(E)

g decrease in cert. tax rate(59-2-924 (2)(c) or (d)(I)) ; 17B-4-1006 (2)(ii)(A)

h Total adjustments (add lines a through g)

2B Locally assessed real property value (line 2A minus h)

2C Locally assessed personal property value

2D Centrally assessed property value

2E Base taxable value (add lines 2B, 2C and 2D)

Marginal Value

3 Marginal Value (line 1D minus line 2E)

Incremental Value

4 Percentage of adjusted tax increment

5 Incremental value (line 3 x line 4)

6 Combined Incremental Value (if applicable)

Tax Increment

7 Redevelopment Project Tax Rate

8 Tax increment available (line 5 or line 6) x (line 7)

9 Tax increment **requested** by the Redevelopment agency

10 Adjustments - Please explain

11 Tax Increment **actually paid** to the Redevelopment Agency

12 Tax increment value based on tax increment actually paid (line 11 divided by line 7)

Signature of County Auditor

Name (please print): _____

Signature: _____ Date: _____

Return completed report to:

State Tax Commission
Property Tax Division, Third Floor
210 N 1950 W
SLC, UT 84134

Instructions County Auditors Annual Report 700 Report	Form PT-210 pt-205-inst.doc Rev. 11/03
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Prepared by:	County Auditor
Statutory Reference:	UCA §17A-2-1218
Due date:	March 31

General Instructions

1. — Taxable Value

Line 1A — Locally Assessed Real Property

Enter the value of locally assessed real property from the previous year's tax roll. (Previous year's 697 real property taxable value)

Line 1B — Locally Assessed Personal Property

Enter the value of locally assessed personal property from the previous year's tax roll. (Previous year's 697 personal property table values)

Line 1C — Centrally Assessed Property

Enter the value of centrally assessed property as provided by the State Tax Commission.

Line 1D — Total Taxable Value

Add lines 1A, 1B, and 1C, and enter the total here.

2. — Base Taxable Value

Line 2A — Locally Assessed Real Property

Enter the value of locally assessed real property for the base year.

Line a — Qualifying Decrease in minimum basic school levy –

Utah Code Ann. § 17B-4-1006 (1)(b)

If there is a "Qualifying Decrease" in the minimum basic school levy under Section 59-2-902 that would result in reduction of the amount of tax increment to be paid to an agency; the base taxable value of taxable property within the project area shall be reduced to the extent necessary, even below zero, to provide the agency with approximately the same amount of tax increment that would have been paid had the qualifying decrease not occurred.

Line b — A statute enacted by Legislature - Utah Code Ann. § 17B-4-1006 (2)(a)(i)(A)

An increase or decrease resulting from a statute enacted by the Legislature or by the people through an initiative.

Line c — A judicial decision - Utah Code Ann. § 17B-4-1006 (2)(a)(i)(B)

An increase or decrease resulting from a judicial decision.

Line d — An adjustment based on factoring - Utah Code Ann. § 17B-4-1006 (2)(a)(i)(C)

An increase or decrease resulting from an order from the State Tax Commission to a county to adjust or factor its assessment rate under Subsection 59-2-704(2).

Line e — Change in exemption - Utah Code Ann. § 17-4-1006 (2)(a)(i)(D)

Any increases or decreases resulting from a change in exemption provided in Utah Constitution Article XIII, Section 2 or Section 59-2-103

Line f — Change in fair market value - Utah Code Ann. § 17B-4-1006 (2)(a)(i)(E)

Any increases or decreases resulting from the changes in the percentage of fair market value, as defined under Section 59-2-102

Line g — Decrease in county's certified tax rate - Utah Code Ann. § 17B-4-1006 (2)(a)(ii)

The base taxable value shall be adjusted to the extent necessary, even below zero, to provide the agency with approximately the same amount of revenue the agency would have received without a reduction in the county's certified tax rate if in that year there is a decrease in the county's certified tax rate under Section 59-2-924 (2)© or (d)(i). This adjustment may be made if the decrease is more than 20% or the reduction would result in a reduction of the amount of tax increment to be paid to the agency.

Line h — Total adjustments

Add all the adjustments from line a through g.

Line 2B — Adjusted Locally Assessed Real Property

Subtract line h from line 2A.

Line 2C — Locally Assessed Personal Property Value

Enter the value of locally assessed personal property for the base year.

Line 2D — Centrally Assessed Property Value

Enter the value of centrally assessed property, as received from the State Tax Commission, for the base year.

Line 2E — Base Taxable Value

Add line 2B, 2C and 2D.

Line 3 — Marginal Value

Subtract Line 2E from 1D and enter the result here.

Line 4 — Percentage of adjusted tax increment

Tax increment adjustment based on the provisions listed Sections 17B-4-1003 or 17B-4-1004.

Line 5 — Incremental Value

Multiply line 3 by line 4 and enter the result here.

Line 6 — Combined Incremental Value

Enter the combined incremental value, if applicable, per Section 17B-4-503(b).

Line 7 — Redevelopment Project Tax Rate

The tax rate for the redevelopment project.

Line 8 — Tax Increment Available

If the redevelopment agency has combined incremental value, then multiply line 6 by line 7; otherwise, multiply line 5 by line 7.

Line 9 — Tax Increment Requested

Enter the tax increment requested by the redevelopment agency.

Line 10 – Adjustments

Any type of adjustments made to the tax increment requested, including treasurer's relief or delinquencies.

Line 11— Tax Increment Actually Paid

Enter the tax increment actually paid to the redevelopment agency by the county treasurer.

Line 12 — Tax Increment Value

Line 10 divided by line 7. This number shall be the same number as reported by the county treasurer on Report 750.

Redevelopment Agency Worksheet Report 695A

Form PT-215
pt-215.xls Rev. 4/01

County: _____ Redevelopment Agency: _____

Redevelopment Project Tax Rate

Entities Affected by the RDA	Last Year's Tax Rate

1. Redevelopment Agency Area Tax Rate (sum of last year's rates)

Taxable Value

2A Locally assessed real property value	
2B Personal property value	
2C Centrally assessed property value	
2D Total taxable value (add lines 2A, 2B, and 2C)	

Base Taxable Value

3A Locally assessed real property value		
Adjustments to base taxable value		
a Qualifying decrease in minimum basic levy [17B-4-1006(1)(b)]		
b Statutes enacted by the legislature [17B-4-1006(2)(a)(i)(a)]		
c Judicial decisions [17B-4-1006(2)(a)(i)(b)]		
d Orders from State Tax Commission [17B-4-1006(2)(a)(i)(c)]		
e Exemption change under Utah Constitution [17B-4-1006(2)(a)(i)(b)]		
f Inc/dec in percentage of fair market value [17B-4-1006(2)(a)(i)(e)]		
g Certified tax rate decrease [59-2-924(2)(c) or (d)(i) & 17B-4-1006(2)(ii)(a)]		
h Total adjustments (add lines a through g)		
3B Locally assessed real property adjusted value (line 3A minus h)		
3C Locally assessed personal property value		
3D Centrally assessed property value		
3E Base taxable value (add lines 3B, 3C and 3D)		

Marginal and Incremental Value

4 Marginal value (line 2D minus line 3E)	
5 Percentage of adjusted tax increment	
6 Incremental value (line 4 multiplied by line 5)	
7 Combined incremental value (if applicable)	
8 Tax increment requested by the redevelopment agency	
9 Incremental value based on the requested increment (line 8 divided by line 1)	

Redevelopment Agency Current Year Value

10 The lesser of (line 6 or line 7) or line 9 (enter on column 6 of Report 697)	
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Certification of County Auditor

I, _____, as County Auditor certify that the information contained herein is true and correct in compliance with UCA 59-2-913.

Signature: _____ Date: _____

Instructions Redevelopment Agency Worksheet Report 695A	Form PT-215 pt-215-inst.doc Rev. 04/01
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Prepared by: Statutory reference: Due date:	County auditor UCA §59-2-913 & 924 June 8
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General Information

This worksheet is to be completed by county auditors for each redevelopment agency. It calculates a value adjustment to subtract from the value of each affected taxing entity.

Instructions

Line 1 — Total Area Rate

County auditors will list all of the taxing entities that are within the boundaries of the RDA in the first column, and each taxing entity's total tax rate for the previous year in the second column. Add all of last year's tax rates and enter the total on line 1.

Line 2A — Locally Assessed Real Property

Enter the value of locally assessed real property from the current year's tax roll.

Line 2B — Locally Assessed Personal Property

Enter the value of locally assessed personal property from the current year's tax roll.

Line 2C — Centrally Assessed Property

Enter the value of centrally assessed property as provided by the State Tax Commission.

Line 2D — Total Current Year RDA Value

Add lines 2A, 2B and 2C, and enter the total here.

Line 3A — Locally Assessed Real Property

Enter the value of locally assessed real property for the base year.

Line a — Qualifying Decrease in minimum basic school levy – Utah Code Ann. § 17B-4-1006 (1)(b)

If there is a "Qualifying Decrease" in the minimum basic school levy under Section 59-2-902 that would result in reduction of the amount of tax increment to be paid to an agency; the base taxable value of taxable property within the project area shall be reduced to the extent necessary, even below zero, to provide the agency with approximately the same amount of tax increment that would have been paid had the qualifying decrease not occurred.

Line b — A statute enacted by Legislature - Utah Code Ann. § 17B-4-1006 (2)(a)(i)(A)

An increase or decrease resulting from a statute enacted by the Legislature or by the people through an initiative.

Line c — A judicial decision - Utah Code Ann. § 17B-4-1006 (2)(a)(i)(B)

An increase or decrease resulting from a judicial decision.

Line d — An adjustment based on factoring - Utah Code Ann. § 17B-4-1006 (2)(a)(i)(C)

An increase or decrease resulting from an order from the State Tax Commission to a county to adjust or factor its assessment rate under Subsection 59-2-704(2).

Line e — Change in exemption - Utah Code Ann. § 17-4-1006 (2)(a)(i)(D)

Any increases or decreases resulting from a change in exemption provided in Utah Constitution Article XIII, Section 2 or Section 59-2-103

Line f — Change in fair market value - Utah Code Ann. § 17B-4-1006 (2)(a)(i)(E)

Any increases or decreases resulting from the changes in the percentage of fair market value, as defined under Section 59-2-102

Line g — Decrease in county's certified tax rate - Utah Code Ann. § 17B-4-1006 (2)(a)(ii)

The base taxable value shall be adjusted to the extent necessary, even below zero, to provide the agency with approximately the same amount of revenue the agency would have received without a reduction in the county's certified tax rate if in that year there is a decrease in the county's certified tax rate under Section 59-2-924 (2)© or (d)(i). This adjustment may be made if the decrease is more than 20% or the reduction would result in a reduction of the amount of tax increment to be paid to the agency.

Line h — Total adjustments

Add all the adjustments from line a through g.

Line 3B — Adjusted Locally Assessed Real Property

Subtract line h from line 3A.

Line 3C — Locally Assessed Personal Property Value

Enter the locally assessed personal property value for the base year.

Line 3D — Centrally Assessed Property Value

Enter the centrally assessed property value for the base year as reported by the State Tax Commission.

Line 3E — Total Base Year Value

Add lines 3B, 3C and 3D and enter the total here.

Line 4 — Marginal Value

Subtract line 3E from line 2D and enter the result here.

Line 5 — Percentage of Adjusted Tax Increment

Tax increment adjustment based on the provisions listed Sections 17B-4-1003 or 17B-4-1004.

Line 6 — Incremental Value

This is the adjusted incremental value, multiply line 4 by line 5 and enter the result here.

Line 7 — Combined Incremental Value

Enter the combined incremental value, if applicable, per Section 17B-4-503(b).

Line 8 — Tax Increment Requested by the Redevelopment Agency

Enter the tax increment requested by the redevelopment agency.

Line 9 — Incremental Value

This is the incremental value based on the tax increment requested, calculated by dividing line 8 by line 1.

Line 10 — Redevelopment Agency Current Year Value

This figure is the lesser of line 9 or (line 6 or line 7). It is also entered on Report 697 column 6.

Verification

1. The State Tax Commission verifies line 1 by looking at the previous year's area tax rates as found in last year's nomenclature book.
2. County auditors are expected to prepare and to verify this form.

<p>Report of the Sum of Taxable Values by the County Assessor</p> <p>Report 697</p>	<p>Form PT-220</p> <p>pt-220.xls Rev. 2/01</p>
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<p>Report of the Sum of Taxable Values by the County Assessor</p> <p>Report 697</p>	<p>Form PT-220</p> <p>pt-220.xls Rev. 2/01</p>
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County: _____ **Year:** _____

[illegible]

Note: The value listed for redevelopment is the total of all the RDAs (Report 695A) affecting the entity.

Certification by County Assessor and Auditor

I, _____, as County Assessor certify that the information contained herein is true and correct.

Signature: _____ Date: _____

I, _____, as County Auditor have examined the information submitted on this statement and have found it to be true and correct.

Signature: _____ Date: _____

Instructions Report of the Sum of Taxable Values by the County Assessor Report 697	Form PT-220 pt-220-inst.doc Rev. 2/01
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Prepared by: County Assessor Statutory reference: UCA §59-2-924, Tax Commission Administrative Rule R884-24P-24 Due date: June 1
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General Information

Report 697 is the summary of taxable values for each entity adjusted for redevelopment value.

The form lists property values by entity and is filled out by county assessors with assistance from county auditors. Once completed, this form is sent to county auditors. The values are reported as follows:

- real property as of January 1, as assessed by county assessors;
- personal property includes all that has been billed for the current year; estimates for unbilled property shall also be included in this figure; and,
- centrally assessed property value of properties as assessed and reported by the State Tax Commission.

Instructions

Column 1– Taxing Entities

List all the taxing entities in the county.

Column 2 – Real Property

Enter the taxable value of land and buildings assessed by county assessors (do not include attached personal property).

Column 3 – Personal Property

Enter the taxable value of personal property assessed by county assessors on the rolls as of the lien date, plus any estimate for property not yet taxed. This column does not include fee-in-lieu or age-based property.

Column 4 – Centrally Assessed Property

Enter the taxable value of property assessed by the State Tax Commission. The State Tax Commission reports these values to county auditors by June 8 (59-2-802 UCA). This column includes car and bus values.

Column 5 – Sum of Taxable Values

Add columns 2, 3, and 4 and enter the total here.

Column 6 – Total RDA Value

Enter the current RDA value from line 9 of Report 695A.

Column 7 – Adjusted Taxable Value

Subtract column 6 from column 5 and enter the total here. This number will be used on reports 694 or 694A, 712A and 713 or 713A.

Note

It is important that county auditors review the methods and procedures used by county assessors. For example: over-estimating personal property results in revenue shortfalls.

<p>Report of New Growth Adjustments</p> <p>Report 714</p>	<p>Form PT-225</p> <p>pt-225.xls Rev. 2/01</p>
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<p>Report of New Growth Adjustments</p> <p>Report 714</p>	<p>Form PT-225</p> <p>pt-225.xls Rev. 2/01</p>
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County: _____ **Year:** _____

[illegible]

Certification by County Assessor and Auditor

I, _____, as **County Assessor** certify that the information contained herein is true and correct in compliance with UCA 59-2-924.

Signature: _____ Date: _____

I, _____, as **County Auditor** have examined the information submitted on this statement and have found it to be true and correct.

Signature: _____ Date: _____

Instructions Report of New Growth Adjustments Report 714	Form PT-225 pt-225-inst.p65 Rev. 2/01
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Prepared by:	County Assessor
Statutory reference:	UCA §59-2-906.3 & 924
Due date:	June 1

General Information

Report 714 shows the change in value by entity, which occurred between the previous and current tax year as a result of factoring, reappraisal, or legislative changes. This report is used in the calculation of new growth.

County assessors are to report any increase or decrease that occurred in the county from a factoring order, reappraisal or legislative change. Values should be listed by entity.

Instructions

Column 1 – Taxing Entity

List each taxing entity in the county.

Column 2 – Increase or Decrease In Taxable Value From Reappraisal

Enter the amount of each entity's total value resulting from reappraisal.

Column 3 – Increase or Decrease In Taxable Value From Factoring

Enter the amount of each entity's total value resulting from factoring orders issued by the county or the State Tax Commission. This helps ensure that the entity is following any orders issued by the courts, the State Tax Commission or the local board of equalization.

Column 4 – Increase or Decrease In Taxable Value

Enter the amount of each entity's total value resulting from legislative changes and/or court decisions.

Column 5 – Total Value Adjustments

Add the amounts in columns 2, 3 and 4 and enter the total here. Transfer this total to column 4 of Report 712A.

<p align="center">Calculations of New Growth 712A Report</p>	<p align="center">Form PT-230 pt-230.xls Rev. 11/03</p>
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Form PT-230
pt-230.xls Rev. 11/03

County: _____ Year: _____

[illegible]

Certification by County Auditor

I, _____, certify that the information contained herein is true and correct.

Signature: _____ Date: _____

Instructions Calculations of New Growth Report 712A	Form PT-230 pt-230-inst.doc Rev. 11/03
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Prepared by: County Auditor Statutory reference: UCA §59-2-924, Tax Commission Administrative Rule R884-24P-24K Due date: June 1
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General Information

Report 712A calculates the amount of new growth within the entity from one tax year to the next.

New growth is adjusted for “growth” due to factoring orders, reappraisals or any other adjustments to existing assessed values and also by the annexations into or out of the entity.

Actual New Growth

Actual new growth is the current year’s preliminary value adjusted for redevelopment tax increment plus or minus changes in value due to reappraisal, factoring and legislative changes, or court orders minus previous year’s taxable value adjusted for redevelopment tax increment.

New Growth

New growth will be equal to actual new growth or net annexation value, based on the conditions for annexations. Please refer to State Tax Commission Rule R884-24P-24K.

Instructions

Column 1 – Taxing Entities

Enter the names of the taxing entities in the county. Each taxing entity should be listed and a separate calculation for new growth will be performed for each entity.

Column 2 – Last Year’s Adjusted Taxable Value

Enter the value for each entity from column 9 of Report 750. This number is the total year-end locally assessed and centrally assessed value adjusted by the RDA value. While this value is taken from the TC 750, it must be the same value adjusted by RDA as was submitted by the county auditor on the prior year’s TC 233B.

Column 3 – Current Year’s Adjusted Taxable Value

Enter the amount from column 7 of Report 697. This amount is the total current year locally assessed and centrally assessed value adjusted by the RDA’s value.

Column 4 – New Growth Adjustment (Reappraisal, Factoring, Legislative)

Enter the amount from column 5 of Report 714. This amount is the total adjustment due to reappraisal, factoring or legislative changes.

Column 5 – Actual New growth

Enter the result of column 3 minus column 2 minus column 4.

Column 6 – Net Annexation Value

Enter the amount from column 4 of Report 710.

Column 7 – New Growth

Based on the criteria established in Rule R884-24P-24K, calculate the new growth.

Net Annexations Value Report 710	Form PT-235 pt-235.xls Rev. 03/04
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County: _____ Year: _____

1 Annexation	2 Current Year's Taxable Value of Property Annexed In Less RDA	3 Prior Year's Taxable Value of Property Annexed Out Less RDA	4 Net Annexation Value (To Report 712A, Col. 6)

Certification by County Assessor and Auditor

I, _____, as County Assessor certify that the information contained herein is true and correct.

Signature: _____ Date: _____

I, _____, as County Auditor have examined the information submitted on this statement and have found it to be true and correct.

Signature: _____ Date: _____

Instructions Net Annexations Value Report 710	Form PT-235 pt-235-inst.doc Rev. 11/03
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Prepared by:	County Assessor
Statutory reference:	R884-24P-24
Due date:	June 1

General Information

Report 710 is used to report the value of each annexation that occurred during the previous tax year.

County assessors will complete this form with the help of county auditors.

Instructions

Column 1 – Annexation

Enter the name of the annexation, as it was recorded.

Column 2 – Current Year's Taxable Value

Enter current year taxable value of property annexed in less current year RDA value. The value of real and personal property is assessed by county assessors and the centrally assessed property value is provided by the State Tax Commission.

Column 3 – Prior Year's Taxable Value

Enter previous year's taxable value of property annexed out less year-end RDA value. The value of real and personal property is assessed by county assessors and the centrally assessed property value is provided by the State Tax Commission.

Column 4 – Net Annexation Value

Subtract column 3 from column 2 and enter the total here.

Verification

The information is reviewed and certified to be accurate by county assessors and county auditors. The State Tax Commission also verifies the information.

Single Levy Certified Tax Rate Worksheet
Report 713

Form PT-240
pt-240.xls Rev. 11/03

County: _____ **Tax Year:** _____

Taxing Entity: _____

1. Last year's property tax budgeted revenues and adjustments.		
A. Last year budgeted revenues		
B. Legislative adjustment (if any, provided by State Tax Commission)		
C. Line 1A plus or minus any adjustment on line 1B (see instructions)		
2. Adjusted value (from column 7 of Report 697)		
3. Local assessed real, personal and centrally assessed BOE adjustments		
a. Real property taxable value (from column 2 of Report 697)		
b. 3-Year real property BOE average rate (provided by the Tax Commission)		
c. Real property BOE adjustment (3b times 3a)		
d. Personal property taxable value (from column 3 of Report 697)		
e. 3-Year personal property BOE average rate (provided by the Tax Com) . .		
f. Personal property BOE adjustment (3e times 3d)		
g. Centrally Assessed taxable value (from column 4 of Report 697)		
h. 3-Year centrally assessed BOE average rate (provided by the Tax Com) . .		
i. Centrally assessed property BOE adjustment (3h times 3g)		
j. Total BOE adjustments (line 3c plus line 3f plus line 3i)		
4. Sum of valuations (line 2 less line 3j)		
5. Five-year average tax collection rate (provided by State Tax Commission; enter as decimal)		
6. Sum of valuations adjusted by collection rate (line 4 multiplied by line 5)		
7. New growth (from column 7 of Report 712A)		
8. Adjusted new growth (line 7 multiplied by line 5)		
9. Current year adjusted value (line 6 less line 8)		
10. Certified tax rate (line 1C divided by line 9; use six decimal places)		

Signature of County Auditor

I, _____, as County Auditor certify that I have examined the information submitted on this statement and have found it to be true and correct.

Signature: _____ Date: _____

Instructions Single Levy Certified Tax Rate Worksheet Report 713	Form PT-240 pt-240-inst.doc Rev. 11/03
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Prepared by: County Auditor Statutory reference: UCA §59-2-924 Due date: June 8 to the taxing entities
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General Information

Report 713 calculates the certified tax rate for entities with only one fund/budget type.

On this form, the adjusted sum of values will be calculated and then used to calculate the certified tax rate.

Instructions

Line 1A – Last Year’s Budgeted Revenues

Enter the amount of revenues budgeted from the previous year. (Provided by the State Tax commission).

Line 1B – Legislative Adjustment

Enter the amount provided by the State Tax Commission. This amount differs each year based on legislative action.

Line 1C – Total

Line 1A plus or minus line 1B.

Line 2 – Adjusted Sum of Valuations

Enter the amount from column 7 of Report 697.

Line 3a – Real Property Taxable Value

Enter the real property taxable value (from column 2 of Report 697).

Line 3b – Real Property BOE Rate

Enter the real property 3 year BOE rate provided by the Tax Commission

Line 3c – Real Property BOE Adjustmen

Multiply 3a by 3b and enter the amount here.

Line 3d – Personal Property Taxable Value

Enter the personal property taxable value (from column 3 of Report 697).

Line 3e – Personal Property BOE Rate

Enter the personal property 3 year BOE rate provided by the Tax Commission

Line 3f – Personal Property BOE Adjustment

Multiply 3e by 3f and enter the amount here.

Line 3g – Centrally Assessed Taxable Value

Enter the centrally assessed property taxable value (from column 4 of Report 697).

Line 3h – Centrally Assessed Property BOE Rate

Enter the centrally assessed property 3 year BOE rate provided by the Tax Commission

Line 3i – Centrally Assessed BOE Adjustment

Multiply 3g by 3i and enter the amount here.

Line 3j – Total BOE Adjustments

Add 3c, 3f, 3i and enter the amount here

Line 4 – Sum of Valuation

Subtract line 3j from line 2 and enter the amount here.

Line 5 – Five-year Average Tax Collection Rate

Enter the five-year average property tax collection rate that is calculated and provided by the State Tax Commission.

Line 6 – Adjusted Sum of Valuation

Multiply line 5 by line 4 and enter the amount here.

Line 7 – New Growth

Enter the amount from column 7 of Report 712A.

Line 8 – Adjusted New Growth

Multiply line 7 by line 5 and enter the amount here.

Line 9 – Current Adjusted Value Minus New Growth

Subtract line 8 from line 6 and enter the amount here.

Line 10 – Certified Tax Rate

Divide line 1C by line 9 and enter the amount here. Use six decimal places.

Verification

This form is verified by the counties; it is not sent to the State Tax Commission.

**Multiple Levy
Certified Tax Rate Valuation Summary
Report 713A**

Form PT-241A
pt-241a.xls Rev. 11/03

County: _____ **Tax Year:** _____

Taxing Entity: _____

1. Adjusted value (from column 7 of Report 697)		
2. Local assessed real, personal and centrally assessed BOE adjustments . . .		
a. Real property taxable value (from column 2 of Report 697)		
b. 3-Year real property BOE average rate (provided by the Tax Commission)		
c. Real property BOE adjustment (2b times 2a)		
d. Personal property taxable value (from column 3 of Report 697).		
e. 3-Year personal property BOE average rate (provided by the Tax Com) . .		
f. Personal property BOE adjustment (2e times 2d)		
g. Centrally Assessed taxable value (from column 4 of Report 697)		
h. 3-Year centrally assessed BOE average rate (provided by the Tax Com) . .		
i. Centrally assessed property BOE adjustment (2h times 2g)		
j. Total BOE adjustments (line 2c plus line 2f plus line 2i)		
3. Sum of valuations (line 1 less line 2j)		
4. Five-year average tax collection rate (provided by the Tax Commission; enter as decimal)		
5. Adjusted sum of valuations (line 3 multiplied by line 4)		
6. New growth (from column 7 of Report 712A)		
7. Adjusted new growth (line 6 multiplied by line 4)		
8. Current adjusted value minus new growth (line 5 less line 7; to line A of Report 713B)		

Signature of County Auditor

I, _____, as County Auditor, certify that I have examined the information submitted on this statement and have found it to be true and correct.

Signature: _____ Date: _____

<p style="text-align: center;">Instructions</p> <p style="text-align: center;">Multiple Levy Certified Tax Rate Valuation Summary Report 713A</p>	<p style="text-align: center;">Form PT-241A</p> <p style="text-align: center;">pt-241a-inst.doc Rev.11/03</p>
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Prepared by:	County Auditor
Statutory reference:	UCA §59-2-924
Due date:	June 8 to the taxing entities

General Information

Report 713A is used to calculate the adjusted value used to compute the certified tax rate. It is used in conjunction with Report 713B to calculate certified tax rates for entities with more than one fund/budget type, e.g., a school district with levies for basic program, local incentive, transportation, tort liability, voted leeway, capital outlay, and 10% additional, etc.

Only one Report 713A needs to be prepared for an entity. Report 713A calculates the adjusted value necessary to produce the certified tax rate.

County auditors shall complete the worksheet before sending it to the entities.

Instructions

Line 1 – Adjusted Valuations

Enter the amount from column 7 of Report 697 for the current year.

Line 2a – Real Property Taxable Value

Enter the real property taxable value (from column 2 of Report 697).

Line 2b – Real Property BOE Rate

Enter the real property 3 year BOE rate provided by the Tax Commission

Line 2c – Real Property BOE Adjustmen

Multiply 2a by 2b and enter the amount here.

Line 2d – Personal Property Taxable Value

Enter the personal property taxable value (from column 3 of Report 697).

Line 2e – Personal Property BOE Rate

Enter the personal property 3 year BOE rate provided by the Tax Commission

Line 2f – Personal Property BOE Adjustment

Multiply 2e by 2f and enter the amount here.

Line 2g – Centrally Assessed Taxable Value

Enter the centrally assessed property taxable value (from column 4 of Report 697).

Line 2h – Centrally Assessed Property BOE Rate

Enter the centrally assessed property 3 year BOE rate provided by the Tax Commission

Line 2i – Centrally Assessed BOE Adjustment

Multiply 2g by 2i and enter the amount here.

Line 2j – Total BOE Adjustments

Add 2c, 2f, 2i and enter the amount here

Line 3 – Sum of Valuations

Subtract line 2j from line 1 and enter the amount here.

Line 4 – Five-Year Average Tax Collection Rate

Enter the five-year average tax collection rate as calculated and provided by the State Tax Commission. Enter the amount as a decimal.

Line 5 – Adjusted Sum of Valuations

Multiply line 3 by line 4 and enter the amount here. This value is used in calculating the proposed tax rate.

Line 6 – New Growth

Enter the amount from line 7 of Report 712A.

Line 7 – Adjusted New Growth

Multiply line 6 by line 4 and enter the amount here.

Line 8 – Current Adjusted Value Minus New Growth

Subtract line 7 from line 5 and enter the amount here and on line A of Report 713B.

Verification

County auditors verify this form; it is not returned to the State Tax Commission.

Multiple Levy Certified Tax Rate Worksheet Report 713B	Form PT-241B pt-241b.xls Rev. 11/03
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County: _____ Tax Year: _____

Taxing Entity: _____

A. Current year adjusted value minus new growth (from line 8 of Report 713A)					
	1. Budget Type	2. Last Year's Budgeted Revenues (Provided by State Tax Comm.)	3. Adjustments (If any, provided by The Tax Commission)	4. Adjusted Last Year's Budgeted Revenue (Col. 2 plus or minus col. 3)	5. Certified Tax Rate (Col. 4 divided by line A)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

Certification and Signature

I, _____, as County Auditor certify that I have examined the information submitted on this statement and have found it to be true and correct.

Signature: _____ Date: _____

Instructions Multiple Levy Certified Tax Rate Worksheet Report 713B	Form PT-241B pt-241b-inst.doc Rev. 11/03
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Prepared by: Statutory reference: Due date:	County Auditor UCA §59-2-924 June 8 to the taxing entities
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General Information

Once the Certified Tax Rate Valuation Summary (Report 713A) is completed, the certified tax rate can be determined.

County auditors shall prepare the entire worksheet before sending it to the individual entities.

Instructions

Line A – Current Year Adjusted Value

Enter the amount from line 8 of Report 713A.

Column 1 – Budget Type

List the budget types for which the certified tax rate is being calculated (e.g., general operations, tort liability, capital outlay, etc.).

Column 2 – Last Year's Budgeted Revenue

Enter the amount provided by the State Tax Commission.

Column 3 – Adjustments (if any)

Enter any legislative or other adjustments supplied by the State Tax Commission.

Column 4 – Adjusted Last Year's Collections

Enter the calculation of column 1 plus or minus column 2.

Column 5 – Certified Tax Rate

Divide column 4 by line A and enter the amount here. This rate should be calculated to six decimal places.

Verification

County auditors verify this form; it is not returned to the State Tax Commission.

Single Levy Proposed Tax Rate Worksheet Report 694

Form PT-245
pt-245.xls Rev. 11/03

County: _____ Tax Year: _____

Taxing Entity: _____ Levy/Fund: _____

Budgetary Information

1. **Budgeted revenue** (total budgeted revenue from Report 693)

Valuation Summary

2. Adjusted value on tax rolls (from column 7 of Report 697)	<input type="text"/>
3. Local assessed real, personal and centrally assessed BOE adjustments	<input type="text"/>
a. Real property taxable value (from column 2 of Report 697)	<input type="text"/>
b. 3-Year real property BOE average rate (provided by the Tax Commission)	<input type="text"/>
c. Real property BOE adjustment (3b times 3a)	<input type="text"/>
d. Personal property taxable value (from column 3 of Report 697)	<input type="text"/>
e. 3-Year personal property BOE average rate (provided by the Tax Com) ..	<input type="text"/>
f. Personal property BOE adjustment (3e times 3d)	<input type="text"/>
g. Centrally Assessed taxable value (from column 4 of Report 697)	<input type="text"/>
h. 3-Year centrally assessed BOE average rate (provided by the Tax Com) ..	<input type="text"/>
i. Centrally assessed property BOE adjustment (3h times 3g)	<input type="text"/>
j. Total BOE adjustments (line 3c plus line 3f plus line 3i)	<input type="text"/>
4. Sum of valuations (line 2 less line 3j)	<input type="text"/>
5. Five-year average tax collection rate (provided by State Tax Commission; enter as decimal) ...	<input type="text"/>
6. Adjusted sum of valuations (line 4 multiplied by line 5)	<input type="text"/>
7. Proposed tax rate (line 1 divided by line 6; use six decimal places)	<input type="text"/>

Certification by Taxing Entity

I, _____, as authorized agent, do hereby certify that the budgetary amount from property tax revenue listed above was adopted and approved in compliance with all requirements prescribed by law.

Signature: _____ Date: _____

Certification by County Auditor

I, _____, as County Auditor certify that I have examined the information submitted on this statement and have found it to be true and correct.

Signature: _____ Date: _____

Instructions Single Levy Proposed Tax Rate Worksheet Report 694	Form PT-245 pt-245-inst.doc Rev. 11/03
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Prepared by: Statutory reference: Due date:	Taxing entities UCA §59-2-913 June 22
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General Information

Report 694 is used to calculate the current year's **proposed tax rate**. County auditors shall complete **all** but Lines 1 and 7 **before** sending the tax rate worksheet to each taxing entity.

Instructions

Line 1 – Budgeted Revenue

Enter the amount of budgeted property tax revenue for the current calendar year from the Report 693.

Line 2 – Adjusted Value on Tax Rolls

Enter the amount from column 7 of Report 697. This value is the total locally and centrally assessed values adjusted by RDA values.

Line 3a – Three-Year BOE Average Rate

Line 3a – Real Property Taxable Value

Enter the real property taxable value (from column 2 of Report 697).

Line 3b – Real Property BOE Rate

Enter the real property 3 year BOE rate provided by the Tax Commission

Line 3c – Real Property BOE Adjustment

Multiply 3a by 3b and enter the amount here.

Line 3d – Personal Property Taxable Value

Enter the personal property taxable value (from column 3 of Report 697).

Line 3e – Personal Property BOE Rate

Enter the personal property 3 year BOE rate provided by the Tax Commission

Line 3f – Personal Property BOE Adjustment

Multiply 3e by 3f and enter the amount here.

Line 3g – Centrally Assessed Taxable Value

Enter the centrally assessed property taxable value (from column 4 of Report 697).

Line 3h – Centrally Assessed Property BOE Rate

Enter the centrally assessed property 3 year BOE rate provided by the Tax Commission

Line 3i – Centrally Assessed BOE Adjustment

Multiply 3g by 3i and enter the amount here.

Line 3j – Total BOE Adjustments

Add 3c, 3f, 3i and enter the amount here

Line 4 – Sum of Valuations

Subtract line 3j from line 2 and enter the result here.

Line 5 – Five-Year Average Tax Collection Rate

Enter the five-year average collection rate as calculated and reported by the Tax Commission.
Enter the number as a decimal.

Line 6 – Adjusted Sum of Valuation

Multiply line 4 by line 5 and enter the result here. This amount is the sum of the valuation for the taxing entity.

Line 7 – Proposed Tax Rate

Divide line 1 by line 6 and enter the result here. This calculation should be carried to six decimal places.

Verification

County auditors review all computations made by the taxing entities and forward them to the Tax Commission.

**Multiple Levy
Proposed Tax Rate Valuation Summary
Report 694A**

Form PT-246A
pt-246a.xls Rev. 11/03

County Name: _____ **Tax Year:** _____

Entity Name: _____

1. Adjusted value on tax rolls (from column 7 of Report 697)		
2. Local assessed real, personal and centrally assessed BOE adjustments		
a. Real property taxable value (from column 2 of Report 697)		
b. 3-Year real property BOE average rate (provided by the Tax Commission)		
c. Real property BOE adjustment (2b times 2a)		
d. Personal property taxable value (from column 3 of Report 697).		
e. 3-Year personal property BOE average rate (provided by the Tax Com) . .		
f. Personal property BOE adjustment (2e times 2d)		
g. Centrally Assessed taxable value (from column 4 of Report 697)		
h. 3-Year centrally assessed BOE average rate (provided by the Tax Com) . .		
i. Centrally assessed property BOE adjustment (2h times 2g)		
j. Total BOE adjustments (line 2c plus line 2f plus line 2i)		
3. Sum of valuations (line 1 less line 2j)		
4. Five-year average tax collection rate (provided by State Tax Commission; enter as decimal) . . .		
5. Adjusted sum of valuations (line 3 multiplied by line 4)		

Certification by Taxing Entity

I, _____, as authorized agent, do hereby certify that the information listed above is in compliance with all requirements prescribed by law.

Signature: _____ Date: _____

Certification by County Auditor

I, _____, as County Auditor certify that I have examined the information submitted on this statement and have found it to be true and correct.

Signature: _____ Date: _____

Instructions Proposed Tax Rate Valuation Summary Report 694A	Form PT-246A pt-246a-inst.doc Rev. 11/03
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Prepared by: Statutory reference: Due date:	Taxing entities UCA §59-2-913 June 22
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General Information

This worksheet is used for taxing entities that have more than one budget type. By using the 694A and 694B worksheets together, the taxing entities can calculate the entity's proposed tax rates for multiple budget types.

An example is a school district that has multiple budget types and each one has a separate budget amount and tax levy.

Unlike Report 694, a separate worksheet is not needed for each line item. Rather, the county needs to complete only one Report 694A, then calculate proposed tax rates on Report 694B.

County auditors prepare the entire Report 694A before sending it to the taxing entities.

Instructions

Line 1 – Adjusted Value on Tax Roles

Enter the amount from column 7 of Report 697. This amount is the current year value (real, personal, and centrally assessed) adjusted by the RDA value.

Line 2a – Real Property Taxable Value

Enter the real property taxable value (from column 2 of Report 697).

Line 2b – Real Property BOE Rate

Enter the real property 3 year BOE rate provided by the Tax Commission

Line 2c – Real Property BOE Adjustment

Multiply 2a by 2b and enter the amount here.

Line 2d – Personal Property Taxable Value

Enter the personal property taxable value (from column 3 of Report 697).

Line 2e – Personal Property BOE Rate

Enter the personal property 3 year BOE rate provided by the Tax Commission

Line 2f – Personal Property BOE Adjustment

Multiply 2e by 2f and enter the amount here.

Line 2g – Centrally Assessed Taxable Value

Enter the centrally assessed property taxable value (from column 4 of Report 697).

Line 2h – Centrally Assessed Property BOE Rate

Enter the centrally assessed property 3 year BOE rate provided by the Tax Commission

Line 2i – Centrally Assessed BOE Adjustment

Multiply 2g by 2i and enter the amount here.

Line 2j – Total BOE Adjustments

Add 2c, 2f, 2i and enter the amount here

Line 3 – Sum of Valuations

Subtract line 2j from line 1 and enter the result here.

Line 4 – Tax Collection Rate

Enter the five-year average collection rate as calculated and provided by the State Tax Commission. Enter the number as a decimal.

Line 5 – Adjusted Sum of Valuations

Multiply line 4 by line 3 and enter the result here. This amount is the taxable value used as the denominator in the calculation of the proposed tax rate for the fund/budget type of the above entity.

Verification

County auditors verify this form; it is not returned to the State Tax Commission.

**Multiple Levy
Proposed Tax Rate Worksheet
Report 694B**

Form PT-246B
pt-246b.xls Rev. 11/03

County Name: _____ Tax Year: _____

Entity Name: _____

A. Adjusted sum of valuations (from line 5 of Report 694A)

	1. Fund/Budget Type	2. Budgeted Revenue Property Tax Revenues Only (from Report 693)	3. Proposed Tax Rate (column 2 divided by line A)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
B.	Total revenue (sum of column 2)		
C.	Total proposed tax rate (sum of column 3)		

Certification by Taxing Entity

I, _____, as authorized agent, do hereby certify that the budgetary amount from property tax revenue listed above was adopted and approved in compliance with all requirements prescribed by law.

Signature: _____ Date: _____

Certification by County Auditor

I, _____, as County Auditor certify that I have examined the information submitted on this statement and have found it to be true and correct.

Signature: _____ Date: _____

Instructions Proposed Tax Rate Worksheet Report 694B	Form PT-246B pt-246b-inst.doc Rev. 11/03
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Prepared by:	Taxing entities, reviewed by county auditors
Statutory reference:	UCA §59-2-913
Due date:	June 22

General Information

This report is to be used in conjunction with Report 694A to calculate the proposed tax rates for multiple budget types.

County auditors will fill in line A of this report before sending it to taxing entities.

Instructions

Line A – Adjusted Sum of Valuation

Enter the amount from line 5 of Report 694A.

Column 1 – Fund/Budget Type

Enter the type of levy being proposed (e.g., basic, general debt service, tort liability, etc.)

Column 2 – Budgeted Revenue

Enter the amount of budgeted property tax revenue from Report 693.

Column 3 – Proposed Tax Rate

Divide the revenue in column 2 by the value in line A and enter the result here. This calculation should be carried out six decimal places.

Line B – Total Budgeted Revenue

Add the amounts in column 2 and enter the total here.

Line C – Total Proposed Tax Rate

Add the amounts in column 3 and enter the total here. This calculation should be carried out six decimal places.

Verification

County auditors verify the data on the form; it is not returned to the State Tax Commission.

**County Assessing and Collecting levies
Tax Rate Summary
Report 693**

Form PT-250-CAC
pt-250cac.xls Rev. 2/01

County: _____ **Tax Year:** _____

The county governing body for the above county has set the current year's tax rates as follows:

Purpose of Tax Rate (code from Utah Code Annotated)	Certified Tax Rate (Report 713 line 10 or 713B col. 5)	Proposed Tax Rate (Report 694 line 7 or 694B col. 3)	Maximum By Law	Budgeted Revenue (Report 694 line 1 or 694B col. 2)
Assess & Collect – State (950*) §59-2-906.1(1)			.000300	
Assess & Collect – County (955) §59-2-906.1(4)			.000200	
Mandates (960) §59-2-906.3(1)			Sufficient	
Reappraisal (965) §59-2-906.3(2)			Sufficient	
Total Tax Rate			Total Revenue	

Certification by Taxing Entity

I, _____, as authorized agent, hereby certify that this statement is true and correct and in compliance with all sections of the Utah State Code relating to the tax rate setting process.

Signature: _____ Date: _____

Title: _____ Telephone: _____

Mailing address: _____

Note: This report must be filed with the county auditor before June 22nd.

Certification by County Auditor

I have examined the information submitted on this statement and have found it to be true and correct.

Signature: _____ Date: _____

Note: County auditors must forward one copy of this report to the State Tax Commission on or before June 22nd.

* These numbers refer to the budget types used by the State Tax Commission.

<p style="text-align: center;">Instructions Tax Rate Summary Worksheets Report 693</p>	<p style="text-align: center;">Form PT-250 pt-250-inst.doc Rev. 2/01</p>
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Prepared by:	Taxing entities
Statutory reference:	UCA §59-2-912 & 913
Due date:	June 22/August 17

Purpose

Report 693 summarizes an entity's proposed and certified tax rates and also provides budgeted revenue for each budget type for the taxing entities.

General Information

The summary sheets are similar in form for all the taxing entities within the state. A separate summary sheet should be used for each taxing entity.

County auditors shall fill in the certified rate for each budget type in the entity. These rates are found on either line 10 of Report 713 or column 5 of Report 713B. County auditors shall fill in these rates before the forms are sent to taxing entities.

Once the taxing entity receives Report 693, its representative completes the form.

In the **Proposed Tax Rate** column, the taxing entity enters the proposed tax rate found on either line 7 of Report 694 or column 3 of Report 694B.

For debt service, the certified tax rate is the same as the proposed tax rate and should equal the amount necessary to meet debt service. **Attach a debt service schedule with this form.**

In the **Budgeted Revenue** column, the taxing entity will enter the revenue figure shown on line 1 of Report 694 or column 2 of Report 694B.

County auditors complete two Report 693s for the county; one for the general funds and one for the assessing and collecting funds.

Taxing entity representatives sign and date the form and forward it to county auditors.

County auditors review each Report 693, sign and date each form and then forward all the Report 693s to the State Tax Commission.

Note: If the proposed tax rate is greater than the certified tax rate, the taxing entity will need to complete the truth in taxation requirements. If the entity does not want to go through truth in taxation, the entity has to reduce its proposed rate to match the certified rate and adjust the budget accordingly.

**County
Tax Rate Summary
Report 693**

Form PT-250-CNY
pt-250cny.xls Rev. 2/01

County: _____ **Tax Year:** _____

The county governing body for the above county has set the current year's tax rates as follows:

Purpose of Tax Rate (code from Utah Code Annotated)	Certified Tax Rate (Report 713 line 10 or 713B col. 5)	Proposed Tax Rate (Report 694 line 7 or 694B col. 3)	Maximum By Law	Budgeted Revenue (Report 694 line 1 or 694B col. 2)
General County Purposes (010*) §59-2-908			.003200/.003600	
Interest and Sinking Fund (020) §17-12-1			Sufficient	
County Library (030) §9-7-501			.001000	
Discharge of Judgement (190) §59-2-1328 & 1330			Sufficient	
Flood Control (040) §17-8-6			Sufficient	
County Health (540) §26A-1-117			0.000400	
Tort Liability (050) Government Immunity Act §63-30-27			0.000100	
Other (Specify purpose and statute):				
Total Tax Rate			Total Revenue	

Certification by Taxing Entity

I, _____, as authorized agent, hereby certify that this statement is true and correct and in compliance with all sections of the Utah State Code relating to the tax rate setting process.

Signature: _____ Date: _____

Title: _____ Telephone: _____

Mailing address: _____

Note: This report must be filed with the county auditor before June 22nd.

Certification by County Auditor

I have examined the information submitted on this statement and have found it to be true and correct.

Signature: _____ Date: _____

Note: County auditors must forward one copy of this report to the State Tax Commission on or before June 22nd.

* These numbers refer to the budget types used by the State Tax Commission.

<p style="text-align: center;">Instructions Tax Rate Summary Worksheets Report 693</p>	<p style="text-align: center;">Form PT-250 pt-250-inst.doc Rev. 2/01</p>
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Prepared by:	Taxing entities
Statutory reference:	UCA §59-2-912 & 913
Due date:	June 22/August 17

Purpose

Report 693 summarizes an entity's proposed and certified tax rates and also provides budgeted revenue for each budget type for the taxing entities.

General Information

The summary sheets are similar in form for all the taxing entities within the state. A separate summary sheet should be used for each taxing entity.

County auditors shall fill in the certified rate for each budget type in the entity. These rates are found on either line 10 of Report 713 or column 5 of Report 713B. County auditors shall fill in these rates before the forms are sent to taxing entities.

Once the taxing entity receives Report 693, its representative completes the form.

In the **Proposed Tax Rate** column, the taxing entity enters the proposed tax rate found on either line 7 of Report 694 or column 3 of Report 694B.

For debt service, the certified tax rate is the same as the proposed tax rate and should equal the amount necessary to meet debt service. **Attach a debt service schedule with this form.**

In the **Budgeted Revenue** column, the taxing entity will enter the revenue figure shown on line 1 of Report 694 or column 2 of Report 694B.

County auditors complete two Report 693s for the county; one for the general funds and one for the assessing and collecting funds.

Taxing entity representatives sign and date the form and forward it to county auditors.

County auditors review each Report 693, sign and date each form and then forward all the Report 693s to the State Tax Commission.

Note: If the proposed tax rate is greater than the certified tax rate, the taxing entity will need to complete the truth in taxation requirements. If the entity does not want to go through truth in taxation, the entity has to reduce its proposed rate to match the certified rate and adjust the budget accordingly.

City/Town
Tax Rate Summary
Report 693

Form PT-250CTY
pt-250cty.xls Rev. 2/01

City/Town: _____

County: _____ **Tax Year:** _____

The Board of Trustees for the above city or town has set the current year's tax rates as follows:

Purpose of Tax Rate (code from Utah Code Annotated)	Certified Tax Rate (Report 713 line 10 or 713B col. 5)	Proposed Tax Rate (Report 694 line 7 or 694B col. 3)	Maximum By Law	Budgeted Revenue (Report 694 line 1 or 694B col. 2)
General Purposes (010*) §10-6-133/10-5-112	_____	_____	.007000	_____
Interest & Sinking Fund (020) §11-1-1	_____	_____	Sufficient	_____
Water, Light, Power, Sewage, Water Purification (140) §10-7-14.2	_____	_____	.000800	_____
Hospitals (080) (towns & 3rd class cities) §10-8-91	_____	_____	.001000	_____
Tort Liability (050) Government Immunity Act §63-30-27	_____	_____	.000100	_____
Recreation (090) §11-2-7	_____	_____	Sufficient	_____
Special Imp. Guaranty (200) §17A-3-334	_____	_____	.000200	_____
City Library (030) §9-7-401	_____	_____	.001000	_____
Judgement Recovery (190) §59-2-1328 & 1330	_____	_____	Sufficient	_____
Other (Specify purpose and statute):	_____	_____		_____
Total Tax Rate	<div></div>	<div></div>	Total Revenue	<div></div>

Certification by Taxing Entity

I, _____, as authorized agent, hereby certify that this statement is true and correct and in compliance with all sections of the Utah State Code relating to the tax rate setting process.

Signature: _____ Date: _____

Title: _____ Telephone: _____

Mailing address: _____

Note: This report must be filed with the county auditor before June 22nd.

Certification by County Auditor

I have examined the information submitted on this statement and have found it to be true and correct.

Signature: _____ Date: _____

Note: County auditors must forward one copy of this report to the State Tax Commission on or before June 22nd.

* These numbers refer to the budget types used by the State Tax Commission.

Instructions Tax Rate Summary Worksheets Report 693	Form PT-250 pt-250-inst.doc Rev. 2/01
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Prepared by:	Taxing entities
Statutory reference:	UCA §59-2-912 & 913
Due date:	June 22/August 17

Purpose

Report 693 summarizes an entity's proposed and certified tax rates and also provides budgeted revenue for each budget type for the taxing entities.

General Information

The summary sheets are similar in form for all the taxing entities within the state. A separate summary sheet should be used for each taxing entity.

County auditors shall fill in the certified rate for each budget type in the entity. These rates are found on either line 10 of Report 713 or column 5 of Report 713B. County auditors shall fill in these rates before the forms are sent to taxing entities.

Once the taxing entity receives Report 693, its representative completes the form.

In the **Proposed Tax Rate** column, the taxing entity enters the proposed tax rate found on either line 7 of Report 694 or column 3 of Report 694B.

For debt service, the certified tax rate is the same as the proposed tax rate and should equal the amount necessary to meet debt service. **Attach a debt service schedule with this form.**

In the **Budgeted Revenue** column, the taxing entity will enter the revenue figure shown on line 1 of Report 694 or column 2 of Report 694B.

County auditors complete two Report 693s for the county; one for the general funds and one for the assessing and collecting funds.

Taxing entity representatives sign and date the form and forward it to county auditors.

County auditors review each Report 693, sign and date each form and then forward all the Report 693s to the State Tax Commission.

Note: If the proposed tax rate is greater than the certified tax rate, the taxing entity will need to complete the truth in taxation requirements. If the entity does not want to go through truth in taxation, the entity has to reduce its proposed rate to match the certified rate and adjust the budget accordingly.

School District Tax Rate Summary

Report 693

Form PT-250-SCH

pt-250sch.xls Rev. 03/04

School District: _____

County: _____ Tax Year: _____

The Board of Education for the above school district has set the current year's tax rates as follows:

Purpose of Tax Rate (code from Utah Code Annotated)	Certified Tax Rate (Report 713 line 10 or 713B col. 5)	Proposed Tax Rate (Report 694 line 7 or 694B col. 3)	Maximum By Law	Budgeted Revenue (Report 694 line 1 or 694B col. 2)
Basic State Levy (210*) §53A-17a-135			Calculated	
Voted Leeway (510) §53A-17a-133 Rate limit: _____ Date of election: _____			Voted	
Board App Leeway §53A-17a-134 Rate limit: _____ (515) Date of election: _____			.000400	
Board App K-3 Reading Program §53A-17a-151 Rate limit: _____ (516) Date of election: _____			.000121	
Voted Capital Leeway §53A-16-110 Rate limit: _____ (500) Date of election: _____ Date of expiration: _____			Less than 0.2% of Taxable Value	
Transportation (220) §53A-17a-127			.000300	
Recreation Facilities (090) §11-2-7			Sufficient	
Tort Liability (050) §63-30-27			.000100	
Capital Outlay (240) §53A-16-107			.002400	
10% Additional §53A-17a-145 Other (521)				
Debt (Non-G.O.) (520)			Calculated	
Judgement Recovery (190) §59-2-1328 & 1330			Sufficient	
Subtotal Tax Rate				
General Obligation Debt (230) §51-5-4			Sufficient	
Total Tax Rate			Total Revenue	

Certification by Taxing Entity

I, _____, as authorized agent, hereby certify that this statement is true and correct and in compliance with all sections of the Utah State Code relating to the tax rate setting process.

Signature: _____ Date: _____

Title: _____ Telephone: _____

Mailing address: _____

Note: This report must be filed with the county auditor before June 22nd.**Certification by County Auditor**

I have examined the information submitted on this statement and have found it to be true and correct.

Signature: _____ Date: _____

Note: County auditors must forward one copy of this report to the State Tax Commission on or before June 22nd.

* These numbers refer to the budget types used by the State Tax Commission.

Instructions Tax Rate Summary Worksheets Report 693	Form PT-250 pt-250-inst.doc Rev. 11/03
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Prepared by: Taxing entities Statutory reference: UCA §59-2-912 & 913 Due date: June 22/August 17

Purpose

Report 693 summarizes an entity's proposed and certified tax rates and also provides budgeted revenue for each budget type for the taxing entities.

General Information

The summary sheets are similar in form for all the taxing entities within the state. A separate summary sheet should be used for each taxing entity.

County auditors shall fill in the certified rate for each budget type in the entity. These rates are found on either line 10 of Report 713 or column 5 of Report 713B. County auditors shall fill in these rates before the forms are sent to taxing entities.

Once the taxing entity receives Report 693, its representative completes the form.

In the **Proposed Tax Rate** column, the taxing entity enters the proposed tax rate found on either line 7 of Report 694 or column 3 of Report 694B.

For debt service, the certified tax rate is the same as the proposed tax rate and should equal the amount necessary to meet debt service. **Attach a debt service schedule with this form.**

In the **Budgeted Revenue** column, the taxing entity will enter the revenue figure shown on line 1 of Report 694 or column 2 of Report 694B.

County auditors complete two Report 693s for the county; one for the general funds and one for the assessing and collecting funds.

Taxing entity representatives sign and date the form and forward it to county auditors.

County auditors review each Report 693, sign and date each form and then forward all the Report 693s to the State Tax Commission.

Note: If the proposed tax rate is greater than the certified tax rate, the taxing entity will need to complete the truth in taxation requirements. If the entity does not want to go through truth in taxation, the entity has to reduce its proposed rate to match the certified rate and adjust the budget accordingly.

**Special Service District
Tax Rate Summary
Report 693**

Form PT-250-SSD
pt-250ssd.xls Rev. 2/01

Special Service District: _____

County: _____ **Tax Year:** _____

The Board of Trustees for the above special district has set the current year's tax rates as follows:

Purpose of Tax Rate (Code from Utah Code Annotated)	Certified Tax Rate (Report 713 line 10 or 713B col. 5)	Proposed Tax Rate (Report 694 line 7 or 694B col. 3)	Maximum By Law	Budgeted Revenue (Report 694 line 1 or 694B col. 2)
Mosquito Abatement (110*) §17A-2-909			0.000400	
Cemetery Maintenance (100) §17A-2-222			0.000400	
County Improvement District for Water, Sewage, Flood Control, Electric and Gas (140) §17A-2-312			0.000800	
Fire Protection (070) §17A-2-618			0.000800	
Water Conservancy (150) §17A-2-1423			Under Const .000100 After const .000200 Upper basin .000400 Lower basin .001000	
Tort Liability (050) §63-30-27 (Government Immunity Act)			0.000100	
Metropolitan Water (120) §17A-2-834			Sufficient	
County Service Area (570) §17A-2-414			0.001400	
Part 13, Multiple Service Area (160) §17A-2-1322			Voted	
Debt Service (020) §11-1-1			Sufficient	
Judgement Recovery (190) §59-2-1328 & 1330			Sufficient	
Other (Specify purpose and statute):				
Total Tax Rate			Total Revenue	

Certification by Taxing Entity

I, _____, as authorized agent, hereby certify that this statement is true and correct and in compliance with all sections of the Utah State Code relating to the tax rate setting process.

Signature: _____ Date: _____

Title: _____ Telephone: _____

Mailing address: _____

Note: This report must be filed with the county auditor before June 22nd.

Certification by County Auditor

I have examined the information submitted on this statement and have found it to be true and correct.

Signature: _____ Date: _____

Note: County auditors must forward one copy of this report to the State Tax Commission on or before June 22nd.

* These numbers refer to the budget types used by the State Tax Commission.

<p style="text-align: center;">Instructions Tax Rate Summary Worksheets Report 693</p>	<p style="text-align: center;">Form PT-250 pt-250-inst.doc Rev. 2/01</p>
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Prepared by:	Taxing entities
Statutory reference:	UCA §59-2-912 & 913
Due date:	June 22/August 17

Purpose

Report 693 summarizes an entity's proposed and certified tax rates and also provides budgeted revenue for each budget type for the taxing entities.

General Information

The summary sheets are similar in form for all the taxing entities within the state. A separate summary sheet should be used for each taxing entity.

County auditors shall fill in the certified rate for each budget type in the entity. These rates are found on either line 10 of Report 713 or column 5 of Report 713B. County auditors shall fill in these rates before the forms are sent to taxing entities.

Once the taxing entity receives Report 693, its representative completes the form.

In the **Proposed Tax Rate** column, the taxing entity enters the proposed tax rate found on either line 7 of Report 694 or column 3 of Report 694B.

For debt service, the certified tax rate is the same as the proposed tax rate and should equal the amount necessary to meet debt service. **Attach a debt service schedule with this form.**

In the **Budgeted Revenue** column, the taxing entity will enter the revenue figure shown on line 1 of Report 694 or column 2 of Report 694B.

County auditors complete two Report 693s for the county; one for the general funds and one for the assessing and collecting funds.

Taxing entity representatives sign and date the form and forward it to county auditors.

County auditors review each Report 693, sign and date each form and then forward all the Report 693s to the State Tax Commission.

Note: If the proposed tax rate is greater than the certified tax rate, the taxing entity will need to complete the truth in taxation requirements. If the entity does not want to go through truth in taxation, the entity has to reduce its proposed rate to match the certified rate and adjust the budget accordingly.

<p>Resolution Adopting Final Tax Rates and Budgets</p> <p>Report 800</p>	<p>Form PT-255</p> <p>pt-255.xls Rev. 2/01</p>
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Form PT-255
pt-255.xls Rev. 2/01

County: _____ **Year:** _____

It is hereby resolved that the governing body of (entity name): _____

approves the following property tax rate(s) and revenue(s) for the year: _____

1 Fund/Budget Type	2 Revenue	3 Tax Rate
Totals		

This resolution is adopted after proper notice and hearing in accordance with UCA 59-2-919 and shall be forwarded to the County Auditor and the Tax Commission in accordance with UCA 59-2-913 and 29-2-920.

Signature of Governing Chair

Signature: _____ Date: _____

Title: _____

Instructions Resolution of Final Tax Rates and Budgets Report 800	Form PT-255 pt-255-inst.doc Rev. 2/01
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Prepared by:	Taxing entities
Statutory reference:	UCA §59-2-919 & 920
Due date:	August 17

General Information

Report 800 shall be completed by taxing entities that have completed the truth in taxation process and have adopted the new budgets and tax rates. This form is forwarded to county auditors and the State Tax Commission by August 17.

Line 1 – Fund/Budget Type

List all of the fund/budget types for this entity.

Line 2 – Revenue

List the final adopted revenue for each budget type.

Line 3 – Tax Rate

List the final adopted tax rate for each budget type.

Totals Line

Add the amounts in columns 2 and 3 and enter the totals here.